

**Board of County Commissioners
Leon County, Florida**

Preliminary FY 2005/2006 Budget Workshop

**9:00 AM - 3:00 PM
Tuesday, June 14, 2005**

**Leon County Board of County Commissioner Chambers
Leon County Courthouse, 5th Floor**

This document distributed: June 8, 2005

TABLE OF CONTENTS

- 1. FY 05/06 Pay Increases for Career Service Employees**
- 2. Commissioner's Travel**
- 3. Woodville Library**
- 4. Target Area Sewer Systems**
- 5. Sheriff Work Camp**
- 6. Non-Departmental Funding Requests**
- 7. Community Center Program Funding**
- 8. Chaires Volunteer Fire Department**
- 9. Energy Performance Contract for County Facilities**
- 10. Funding for Solid Waste Management**
- 11. Mosquito Control Hand-Fogging Program**
- 12. Growth & Environmental Management Service Fee Analysis**
- 13. Discussion on Creation of Small Business Enterprise and Economic Development Office**
- 14. Setting of FY 05/06 Maximum Millage Rates**

Board of County Commissioners

Date of Meeting: June 14, 2005

Date Submitted: June 8, 2005

To: Honorable Chairman and Members of the Board

From: Parwez Alam, County Administrator 
Alan Rosenzweig, Director, Office of Management and Budget 

Subject: Preliminary FY 2005/2006 Budget Workshop

Statement of Issue:

To seek policy guidance from the Board regarding the development of the tentative FY 2005/2006 Budget and 5 Year Capital Improvement Program (CIP).

Background:

As part of the annual budget process, County staff is seeking policy guidance from the Board regarding the development of the tentative FY 2005/2006 and 5 Year Capital Improvement Program (CIP). County staff has developed preliminary revenue forecasts and planned appropriations. Per Board direction, a number of issues have been reviewed and are presented as separate budget discussion items.

This workshop is a preliminary step in the overall budget development process. In September, the Board will conduct the final two budget hearings required per Florida Statute.

Analysis:

1. Budget Discussion Items

Table 1 summarizes the budget discussion items being presented to the Board of County Commissioners. At this point in the budget process a number of the items are recommended for funding. Other items have not been recommended for funding.

Workshop Item: Preliminary FY 2005/2006 Budget Workshop

Date: June 14th, 2005

Page: 2

Table 1: Summary of Budget Discussion Items

Discussion Item	Included in Preliminary Budget	Not included in Preliminary Budget
1. FY05/06 Pay Increases for Career Service Employees	5% or \$1,000	
2. Commissioner's Travel	\$3,000	
3. Woodville Library	\$850,000	
4. Target Area Sewer Systems (Woodville, Harbinwood, Centerville Trace)	\$250,000	
5. Sheriff Work Camp	\$600,000	
6. Non-Departmental Funding Requests	\$1,282,351	\$671,500
7. Community Center Program Funding	\$218,468	
8. Chaires Volunteer Fire Department Additional Funding Request		\$8,000
Total Expenditures	\$3,203,819	\$679,500
9. Energy Performance Contract for County Facilities		
10. Funding for the Solid Waste Management Five Year Business Plan		
11. Mosquito Control Hand-Fogging Program		
12. Growth and Environmental Management Service Fee Analysis		
13. Discussion on Creation of Small Business Enterprise Program and Economic Development Office		
14. Setting of FY05/06 Maximum Millage Rates		

2. Additional General Revenue Funding Requirements

Table 2 reflects a number of significant additional general revenue expenditure requirements included in the FY2005/2006 tentative budget. These expenditures are included as the result specific Board direction or policy and changes in the Florida Statutes. In addition, Table 3 reflects the budgetary increases in salary and benefits for existing general revenue Board employees and overall Constitutional Officer requirements. **The total costs of these changes is \$13.28 million.**

Table 2: New General Revenue Funding

	Increased Funding
Tax Increment Financing (TIF) Payments	\$1,223,420
Payment to City for Fire Services	\$1,000,000
Woodville Library	\$850,000
Sheriff Salary Study	\$759,341
Sheriff Work Camp	\$600,000
Series 2005 Bond Debt Service	\$615,173
Target Area Sewer Studies	\$250,000
Community Center Program Funding	\$218,468
Payment to City for Parks and Recreation	\$200,000
Implementation of Annual Human Resources Pay Plan/Market Study	\$199,366
Total	\$5,915,768

Workshop Item: Preliminary FY 2005/2006 Budget Workshop

Date: June 14th, 2005

Page: 3

Table 3: Increases to General Revenue Base Funding and Constitutional Officers

Increased Cost of Salary & Benefits Existing General Revenue Employees	\$1,870,224
Increased Fuel and Utility Expenses	\$267,584
Constitutional Officer Increases (net of Sheriff Salary Study/Utilities)	\$5,225,983
Total	\$7,363,791

Total Table 2 and Table 3	\$13,279,559
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3. Preliminary Revenue Forecast

Table 4 shows the anticipated major revenue collections for FY 2006. The table includes general revenues and special revenues that receive general revenue support (i.e. Growth and Environmental Management and Probation). Per preliminary estimates from the Property Appraiser, Ad Valorem growth will be 12.4% over the FY 2005 budget. For budgeting purposes, the aggregate overall revenue growth for these revenues is 11%. This compares to a 6.1% increase experienced last budget year.

Table 4: General Revenues or Restricted Revenues supplemented by General Revenues

		FY 2004 Budget (a)	FY 2005 Budget (b)	FY 2006 Budget (c)	% Variance (b) to (c)
1	Ad Valorem	\$80,392,109	\$87,700,078	\$98,572,128	12.4%
2	State Shared ½ Cent	10,607,320	10,640,000	11,047,550	3.8%
3	Interest Income GF/FF	456,000	394,796	424,506	7.5%
4	Gas Taxes (State & Local)	8,064,989	8,331,557	8,766,168	5.2%
5	State Revenue Sharing	3,962,130	3,715,813	4,113,500	10.7%
6	County Court Fines	1,385,100	0	0	n/a
7	Probation Fees	950,741	741,876	894,900	20.6%
8	Stormwater Non-Ad Valorem	667,963	699,744	703,741	0.6%
9	Communications Services Tax	2,185,988	2,280,000	3,086,550	35.4%
10	Public Service Tax	4,002,260	4,496,989	4,490,650	0.0%
11	Environmental Permits	1,623,966	1,558,772	1,735,511	11.3%
12	Total	\$114,298,566	\$120,559,625	\$133,835,204	
13	Difference Prior Year	5,683,912	\$6,261,059	\$13,275,579	
14	% Change	5.23%	5.5%	11.0%	

4. Preliminary Expenditure Plan

A detailed table illustrating the preliminary budget by department and agency is included as Attachment #1. Table 5 below summarizes this attachment.

Workshop Item: Preliminary FY 2005/2006 Budget Workshop

Date: June 14th, 2005

Page: 4

Table 5: Program / Agency Expenditure Summary

	Department / Agency (a)	FY 2004/2005 Adopted (b)	FY 2005/2006 Preliminary (c)	% Change (d)
1	Legislative / Administration	\$5,631,924	\$5,658,599	0.5%
2	Tourist Development (inc. 4 th Cent)	\$1,925,209	\$2,885,206	49.9%
3	Public Services (net of EMS)	\$14,181,275	\$14,955,761	5.5%
4	Emergency Management Services (EMS)	\$8,004,940	\$9,459,973	18.2%
5	Management Services	\$12,893,902	\$14,139,735	9.7%
6	Growth & Environmental Management	\$4,371,170	\$4,695,778	7.4%
7	Public Works	\$22,267,934	\$23,893,197	7.3%
8	Sub-Total Board of County Commissioners	\$69,276,354	\$75,688,249	9.3%
9	Sub-Total Board of County Commissioners (Net of TDC & EMS)	\$59,346,205	\$63,343,070	6.7%
10	Clerk of Circuit Court	\$1,569,962	\$1,568,872	(1.0%)
11	Property Appraiser	\$3,935,173	\$4,298,282	9.2%
12	Sheriff	\$49,410,276	\$53,775,572	8.8%
13	Supervisor of Elections	\$1,836,949	\$2,667,451	45.2%
14	Tax Collector Commissions	\$3,627,101	\$4,188,302	15.5%
15	Sub-Total Constitutional Officers	\$60,379,461	\$66,498,479	10.1%
16	Judicial	\$734,239	\$638,603	(13.0%)
17	Debt Service	\$8,316,152	\$8,931,325	7.4%
18	Non-Operating (i.e., TIF, Risk, Fire, etc.)	\$17,125,554	\$19,566,565	14.3%
19	Reserves	\$11,947,951	\$9,259,208	(22.5%)
20	Sub-Total Operating	\$167,779,711	\$180,582,429	7.6%
21	Capital Projects	\$23,404,928	\$28,459,387	21.6%
22	Operating and Capital Projects Total	\$191,184,639	\$209,041,816	9.3%

5. Budget Issues

Attachment #2 reflects all requested and recommended program changes included in the preliminary budget. This attachment also displays all new position requests and recommendations. The following list provides a brief highlight of issues included in the FY2005/2006 preliminary budget.

- No changes to the Countywide Millage Rate
- No changes to the EMS MSTU Millage Rate
- Reduction in Primary Healthcare Millage Rate from 0.22 to 0.12
- No changes in the tipping fees at the Landfill and Transfer Station
- No changes in the non-ad valorem assessments for Solid Waste and Stormwater
- \$1,852,671 in Tax Increment Financing Payments (an increase of \$1,223,420)
- \$759,341 towards 1st year funding of the Sheriff's Salary study
- \$434,228 additional operating costs for one new 24 hour/7 day a week ambulance
- \$243,023 to implement the annual Human Resources Personnel Audit and Market Review
- \$218,468 to implement support funding for the growth in the County's Community Centers
- \$47,015 to fund additional greenway and open space maintenance

Workshop Item: Preliminary FY 2005/2006 Budget Workshop

Date: June 14th, 2005

Page: 5

- \$50,000 for consulting services to Review/Revise the County Land Development Regulations
- \$30,000 for the Health Insurance Program Enhancement Study
- \$25,000 to the Vendor Database & Registry System for the County's MWBE Office

There were 34 positions requested as a part of the budget process. The positions recommended for funding support public safety needs, maintenance of current service levels due to increased demand, or other areas of critical need. Table 6 summarizes the position changes currently recommended.

Table 6: Preliminary Position Recommendations

Department / Agency	Positions	Note
County Attorney	1.0 FTE Receptionist	Replace receptionist lost as a result of Human Resources relocation
Emergency Medical Services*	8.0 FTEs EMT/Paramedic	Staff an additional ambulance
Management Information Services	0.5 FTE Administrative Associate IV	Convert position from part-time to full-time
Geographical Information Services	1.0 FTE Database Administrator	Support increased number of databases
Building Inspection*	1.0 FTE Plans Examiner	Ensure permit issuance times do not increase and code requirements continue to be met
Transportation Maintenance*	0.5 FTE Administrative Associate IV	Convert position from part-time to full-time
Parks & Recreation	1.0 FTE Greenway Park Attendant 1.0 FTE Community Center Attendant 1.0 FTE Community Center Coordinator 0.5 FTE Administrative Associate IV	Maintain additional acreage Support community centers Support community centers Convert position from part-time to full-time
Landfill*	1.0 FTE Solid Waste Operators (Two .5 FTEs) 1.0 FTE Landfill Spotter	Sustain level of service needed for permit compliance Screen prohibited waste from entering
Hazardous Waste*	1.0 FTE Hazardous Waste Specialist	Support increased participation in Household Hazardous Waste Roundup Program
Subtotal Board	18.5 FTEs	
Sheriff - Law Enforcement	2.0 FTE Baliffs 1.0 FTE IT Technician 1.0 FTE Aviation Pilot 1.0 FTE DUI Enforcement Officer	Provide security for 2 additional judges Support increased computer related activities and expand into electronic report writing Establish 2 complete crews Previously DOT grant funded
Property Appraiser	1.0 FTE Tax Roll Technician	Support increasing size of County
Subtotal Constitutional	6.0 FTEs	
Total FTEs	24.5 FTEs	

* Not General Revenue Supported (12.5 of the 24.5 recommended positions will be funded through dedicated revenues. 6 of the 12.5 recommended positions funded through general revenue are BOCC positions)

6. Capital Improvement Projects

The following provides a brief summary highlighting the preliminary capital budget. Attachment #3 shows all capital project requests and recommendations.

Libraries/Community Centers

- \$850,000 Woodville Library; projected five year funding of \$4.250 million
- \$650,000 towards the Lake Jackson Community Center
- \$50,000 to implement two additional self-check out stations

Parks and Recreation:

- \$115,881 to purchase a tractor for Greenway maintenance
- \$75,000 for additional ballfield lighting
- \$35,000 for Tower Road Park for playground equipment/restroom

Facilities Management:

- \$300,000 to replace the roof at the Health Department
- \$275,000 American with Disability Act (ADA) improvements
- \$550,000 of initial funding to replace the roof at the Jail; projected five year funding of \$2.750 million
- \$250,000 towards an aerial footbridge to connect the Courthouse and Bank of America Building; project will also provide more efficient mechanism to share wiring and joint heating/cooling plant through suspension under bridge versus boring under road. \$750,000 projected for FY06/07.

Public Works- Engineering/Transportation:

- \$500,000 for community safety & mobility; \$2.5 million over five years
- \$750,000 arterial/collector resurfacing
- \$100,000 Balboa Drive improvements
- \$750,000 Black Creek restoration project
- \$100,000 Bradfordville Road culvert
- \$600,000 intersection and safety improvements
- \$500,000 Kerry Forest Parkway extension
- \$550,000 local road resurfacing

Public Works- Engineering Services/ Stormwater:

- \$1,000,000 continued funding for flooded property acquisition
- \$2,000,000 Harbinwood Estates drainage
- \$1,560,000 Okeeheepkee/Woodmont Pond
- \$337,000 Killlearn Acres flood mitigation

Public Works – Sewer

- \$4,000,000 Killearn Lakes construction of sewer system
- \$100,000 preliminary study Harbinwood
- \$100,000 preliminary study Woodville
- \$50,000 preliminary study Centerville Estates

Public Works- Operations:

- \$1,078,000 Open Grade Cold Mix (OGCM) stabilization

Public Works- Solid Waste:

- \$500,000 landfill gas treatment system
- \$230,000 equipment service bay
- \$135,000 rural waste attendant sheds
- \$150,000 for outbound scale and relocation of scale house

Public Works- Mosquito Control:

- \$252,000 Menzi Muck machine to dredge stormwater facilities and conveyance systems with limited or no easement access

Management Information Systems:

- \$312,000 towards the Justice Information System (JIS) data warehouse
- \$255,000 Jail upgrade includes video capabilities within jail pods and remote conference capabilities between the jail and courthouse for the Public Defender
- \$350,000 to fund disaster recovery of the Courthouse Data Center; will create a redundant Justice Information System.

Supervisor of Elections:

- \$347,600 ADA Voting Systems
- \$750,000 electronic poll books/voter identification systems; ability to access electronic databases at each polling location; necessary to comply with new voter laws.
- \$96,000 additional Accu Vote optical scan machines

7. County Survey

The Office of management and Budget conducted a survey of the 66 Florida Counties relating to budget, ad valorem and staffing. 56 out of the 66 Counties responded; the results of this survey are displayed on Attachment #4. The following are highlights of the survey:

Workshop Item: Preliminary FY 2005/2006 Budget Workshop

Date: June 14th, 2005

Page: 8

- Leon County has the 4th lowest net budget per capita; and lowest within the comparable and surrounding Counties.
- Leon County has the 18th lowest staff per capita; and second lowest within the comparable Counties and lowest within surrounding Counties.
- Leon County has approximately 42% of its property tax base exempt from taxation which ranks 27 highest over all Counties.

Options:

1. Accept staff's report
2. Do not accept staff's report
3. Board Direction.

Recommendation:

Option 1. Accept staff's report

Attachments:

- #1 Preliminary Budget Summary by Program
- #2 Requested and Recommended Program Changes including Positions
- #3 Capital Improvement Requests and Recommendations
- #4 All County Survey

FY06 BUDGET SUMMARY BY PROGRAM

Program Description	FY 2003 Actual	FY 2005 Adopted	FY 2006		Notes
			Budget	% Inc./Dec.	
LEGISLATIVE/ADMINISTRATIVE					
County Commission					
001-10X-511 County Commission	1,137,314	1,211,695	1,264,118	4%	
County Administration					
001-110-512 County Administration	435,751	454,387	472,186	4%	
County Attorney					
001-120-514 County Attorney	1,633,336	2,101,589	1,935,212	-8%	Decrease in anticipated outside litigation expenses
106-122-541 Eminent Domain	150,624	153,253	162,487	6%	
County Attorney	1,783,960	2,254,842	2,097,699	-7%	
Office of Management & Budget					
001-130-513 Management & Budget	601,577	684,678	659,735	-4%	
501-132-513 Risk Management	227,785	235,803	217,337	-8%	
Office of Management & Budget	829,362	920,481	877,072	-5%	
Tourist Development					
160-301-552 Administration	353,109	348,594	394,195	13%	Additional special event research project; Website enhancements
160-302-552 Advertising	494,815	488,000	488,000	0%	
160-303-552 Marketing	833,011	933,000	1,073,300	15%	Increase in TACVB contract
160-304-552 Special Projects	142,754	155,615	165,615	6%	
160-305-552 1 Cent	-	-	764,096	100%	Additional 1 Cent beginning in FY05
Tourist Development	1,823,689	1,925,209	2,885,206	50%	
Human Resources					
001-160-513 Human Resources	717,742	790,519	947,524	20%	Health insurance enhancement study; Impact of HR Audit & Market Review; Reallocation of HR Director salary/benefits
Legislative/Administrative	6,727,818	7,557,133	8,543,805	13%	
PUBLIC SERVICES					
Intergovernmental Affairs					
001-114-512 Intergovern. Affairs	677,786	767,079	803,028	5%	
Library Services					
001-240-571 Policy, Planning & Ops	786,842	831,462	838,793	1%	
001-241-571 Public Services	2,199,380	2,319,584	2,467,634	6%	
001-242-571 Collection Services	1,264,615	716,134	794,750	11%	
001-243-571 Extension Services	1,716,917	1,828,439	2,042,369	12%	
Library Services	5,967,754	5,695,619	6,143,546	8%	Impact of HR Audit & Market Review
Veteran Services					
001-390-553 Veteran Services	175,604	181,407	199,871	10%	Impact of HR Audit & Market Review

FY06 BUDGET SUMMARY BY PROGRAM

Program Description	FY 2003 Actual	FY 2005 Adopted	FY 2006 Budget	% Inc./Dec.	Notes
Volunteer Center					
001-113-513 Volunteer Center	163,265	178,133	174,477	-2%	
Cooperative Extension					
001-361-537 Environmental Education	252,618	248,633	246,320	-1%	
001-362-537 Family & Consumer Sci.	109,343	111,996	121,009	8%	
001-363-537 4-H & Other Youth	93,794	109,804	143,929	31%	
001-363-537 4-H & Other Youth	455,755	470,433	511,258	9%	Combination of 2 part-time program assistants; Increase in mileage rate
Health & Human Services					
001-190-562 Health Department	317,984	317,984	317,984	0%	
001-370-527 Medical Examiner	240,526	250,000	300,000	20%	Increase in medical examiner costs
001-370-56X Human Services	2,494,787	2,756,923	2,824,895	2%	
001-371-569 Housing Services	241,693	301,300	342,038	14%	Reallocation of HHS Director salary/benefits
124-93202X-554 SHIP2002-2008	749,300	599,152	630,305	5%	
161-808-554 Housing Finance Auth.	34,110	21,375	21,375	0%	
163-971-562 Primary Healthcare	1,119,123	1,310,731	1,468,775	12%	Reallocation of HHS Director & Analyst salary/benefits; Management Intern position established in FY05
163-974-562 Medicaid/Hospital Match	1,000,000	1,000,000	1,000,000	0%	
Health & Human Services	6,197,523	6,557,465	6,905,372	5%	
Emergency Medical Services					
135-185-526 EMS	7,046,647	8,004,940	9,459,973	18%	Operation of an additional 24/7 ambulance in FY05 and another in FY06
Planning Department					
001-817-515 Planning Department	862,147	930,291	848,514	-9%	Break out of CRTPA expenditures
Public Services	21,546,481	22,785,367	25,046,039	10%	
MANAGEMENT SERVICES					
Support Services					
001-126-513 Support Services	251,739	291,383	292,373	0%	
County Probation					
111-542-523 County Court Probation	790,080	837,358	928,502	11%	Impact of HR Audit & Market Review
111-544-523 Pretrial Release	472,573	494,643	546,244	10%	Increase in number of indigent defendants in GPS program
County Probation	1,262,653	1,332,001	1,474,746	11%	
Facilities Management					
001-150-519 General Operations	1,401,124	1,876,674	2,002,054	7%	
001-151-519 Construction	110,287	121,688	118,366	-3%	
001-152-519 Maintenance	2,861,877	2,971,274	3,344,172	13%	Increase in security costs for dental clinic; Increase in utility costs; Impact of reclasses; Additional operating costs for Renaissance Center; Reduction in chargebacks to capital projects
Facilities Management	4,373,286	4,969,636	5,464,592	10%	

FY06 BUDGET SUMMARY BY PROGRAM

Program Description	FY 2003 Actual	FY 2005 Adopted	FY 2006 Budget	% Inc./Dec.		Notes
Mgmt. Information Services						
001-171-513 MIS	3,873,938	4,413,417	4,880,109		11%	Increase in software licensing contracts; Increase in salary/benefits
001-421-539 GIS	1,201,220	1,322,398	1,396,479		6%	New Database Administrator position
Mgmt. Information Services	5,075,158	5,735,815	6,276,588		9%	
Minority/Women Business Enter.						
001-112-513 MWBE	182,790	131,110	164,763		26%	Development of vendor database & registry system; Impact of reclasses
Purchasing						
001-140-513 Procurement	223,279	226,236	246,670		9%	
001-141-513 Warehouse	158,835	158,076	170,494		8%	
001-142-513 Property Control	44,971	49,645	49,509		0%	
Purchasing	427,085	433,957	466,673		8%	Employee benefit changes
Management Services	11,572,713	12,893,902	14,139,735		10%	
GEM						
120-220-524 Building Inspection	1,112,059	1,129,794	1,267,317		12%	Increase in fuel costs; New Plans Examiner position
121-420-537 Environ. Compliance	1,109,592	1,273,872	1,317,470		3%	
121-422-537 Development Services	756,834	871,765	982,007		13%	Increase in public notification costs; Consultant to review land development regulations
121-423-537 Support Services	795,308	729,243	754,607		3%	
123-726-537 Water Quality Monitoring	180,045	158,630	158,630		0%	
123-760-537 Aquatic Weed Control	-	80,000	80,000		0%	
125-866-524 DEP Storage Tank	223,904	127,866	135,747		6%	
GEM	4,177,842	4,371,170	4,695,778		7%	
PUBLIC WORKS						
Support Services						
106-400-541 Support Services	508,003	593,260	621,635		5%	
Operations						
106-431-541 Transportation Maint.	1,890,242	1,994,806	2,135,253		7%	
106-432-541 Right-Of-Way Mgmt.	982,925	1,163,598	1,127,236		-3%	
106-438-541 Alternative Stabilization	764,362	750,099	769,616		3%	
123-433-538 Stormwater Maint.	2,173,142	2,221,409	2,354,089		6%	
Operations	5,810,671	6,129,912	6,386,194		4%	
Animal Services						
140-201-562 Animal Services	708,300	777,291	801,295		3%	
Engineering Services						
106-414-541 Engineering Services	1,598,602	2,311,994	2,435,893		5%	
123-434-541 Stormwater Engineering	346,433	-	-		-	
Engineering Services	1,945,035	2,311,994	2,435,893		5%	

FY06 BUDGET SUMMARY BY PROGRAM

Program Description	FY 2003 Actual	FY 2005 Adopted	FY 2006		Notes
			Budget	Inc.(Dec.) %	
Fleet Management					
505-425-591 Fleet Maintenance	1,535,602	1,660,124	1,944,327	17%	Increase in fuel costs
Mosquito Control & Stormwater					
122-214-562 Mosquito Control Grant	58,417	45,190	37,045	-18%	Reduction in State revenue
122-216-562 Mosquito Control	536,633	620,776	667,757	8%	Operating impact of capital equipment purchase
123-213-562 Stormwater Maint.	1,007,662	1,078,450	1,155,295	7%	
Mosquito Control & Stormwater	1,602,712	1,744,416	1,860,097	7%	
Parks & Recreations					
140-436-572 Parks and Recreation	1,104,100	1,175,481	1,455,449	24%	Maintenance of community centers; New Greenway Attendant position
Solid Waste					
401-435-534 Landfill Closure	64,817	76,697	75,750	-1%	
401-437-534 Rural Waste Collection	656,217	676,294	772,314	14%	Increase in overtime for holidays
401-441-534 Transfer Station	4,418,785	5,080,313	5,326,763	5%	
401-442-534 Landfill	1,819,811	1,633,935	1,713,157	5%	
401-443-534 Hazardous Waste	182,896	193,154	257,079	33%	New Hazardous Waste Specialist position
401-471-534 Res. Drop Off Recycling	134,795	215,063	243,244	13%	Increase in fuel costs
Solid Waste	7,277,323	7,875,456	8,388,307	7%	
Public Works	20,491,746	22,267,934	23,893,197	7%	
TOTAL BUDGET					
CONSTITUTIONAL					
Clerk of the Circuit Court					
001-132-586 Finance Administration	1,150,088	1,317,899	1,336,577	1%	
110-531-586 County Courts	2,471,979	-	-	NA	
110-537-614 Clerk Circuit Court Fees	2,540,412	252,063	232,295	-8%	Reduction in required Article V funding
Clerk of the Circuit Court	6,162,479	1,569,962	1,568,872	0%	
Property Appraiser					
Property Appraiser	3,517,697	3,935,173	4,298,282	9%	New Tax Roll Technician position
Sheriff					
110-510-586 Law Enforcement	24,143,873	25,133,309	27,628,613	10%	Implementation of salary study; Five new positions
110-511-586 Corrections	21,654,509	22,946,536	24,387,998	6%	Implementation of salary study
125-864-525 Emergency Mgmt.	217,192	230,431	244,910	6%	
130-180-586 Enhanced 911	1,049,787	1,100,000	1,514,051	38%	Lease payment of new 911 equipment
Sheriff	47,065,361	49,410,276	53,775,572	9%	
Supervisor of Elections					
060-520-513 Voter Registration	1,119,552	1,272,313	1,551,033	22%	
060-521-513 Elections	827,941	564,636	1,116,418	98%	
Supervisor of Elections	1,947,493	1,836,949	2,667,451	45%	Compliance with various State laws; Expansion of early voting sites; Printing of new materials with Bank of America (BOA) contact information

FY06 BUDGET SUMMARY BY PROGRAM

Program Description	FY 2003 Actual	FY 2005 Adopted	FY 2006 Budget	% Inc./Dec.	Notes
Tax Collector					
XXX-513-586 Tax Collector	3,367,942	3,627,101	4,188,302	15%	Increase in property tax collection commissions
Constitutional	62,060,972	60,379,461	66,498,479	10%	
JUDICIAL					
Court Administration					
001-540-601 Court Administration	462,232	163,192	176,110	8%	Required Article V funding
State Attorney					
110-532-602 State Attorney	253,479	86,440	80,966	-6%	Required Article V funding
Public Defender					
110-533-603 Public Defender	397,189	84,911	89,576	5%	
Other Court Related Programs					
001-541-615 Court Reporters	607,630	-	-	NA	
110-534-603 Psychological Evals.	11,638	-	-	NA	
110-535-629 Indigent For Tax Costs	17,400	-	-	NA	
110-536-689 Dependency/Parental	675,775	-	-	NA	
110-538-621 Conflict Attorney	1,118,861	-	-	NA	
XXX-555-564 Legal Aid	44,101	118,750	54,150	-54%	Dedicated funding decrease; offset by increase in general revenue for legal aid
XXX-546-714 Law Library	10,262	70,688	55,000	-22%	Decrease in special revenue availability
114-543-662 Circuit Mediation	57,573	-	-	NA	
114-545-662 County Mediation	21,083	-	-	NA	
114-552-663 Family Law Assistance	12,812	-	-	NA	
114-569-669 Family Visitation	6,118	-	-	NA	
XXX-586-662 Teen Court	211,976	135,719	98,354	-28%	Revenue availability
117-548-601 Judicial Progs./Article V	-	54,384	62,932	16%	Revenue availability
Other Court-Related Programs	2,795,229	379,541	270,436	-29%	
Guardian Ad Litem					
001-547-685 Guardian Ad Litem	54,131	20,155	21,515	7%	
Judicial	3,962,260	734,239	638,603	-13%	
TOTAL PROGRAMS BUDGET					
NON-OPERATING					
Enhanced Pretrial Grant	-	-	323,594	100%	Revenue availability
Slosberg Act Grant	99,200	114,000	117,800	3%	Revenue availability
Emergency Medical Services Grant	-	-	80,000	100%	Revenue availability
Grant Match Funds	-	102,252	81,419	-20%	Increase in required matches causing decrease in balance for additional matches
Other Grants	3,898,618	-	-	NA	
Fire Control	3,530,009	3,706,429	4,764,133	29%	Impact of new Interlocal Agreement
Summer Youth Employment	43,909	75,000	75,000	0%	

FY06 BUDGET SUMMARY BY PROGRAM

Program Description NON-OPERATING (Continued)	FY 2003 Actual	FY 2005 Adopted	FY 2006 Budget	% Inc./Dec.	Notes
Youth Sports Teams	5,000	5,000	5,000	0%	
Non-Operating General Fund	1,439,279	725,600	699,669	-4%	
Tax Deed Applications	(1,800)	22,500	22,500	0%	
Community Redevelopment Authority	464,245	728,740	1,852,671	154%	Increase in Tax Increment Financing (TIF) payments to the City
Community Center Utilities	-	15,914	-	-100%	
Reimbursement of Administrative Costs	(1,107,361)	(950,000)	(850,000)	-11%	Decrease in reimbursement for capital projects for public works staff
Juvenile Detention	-	1,407,906	1,450,000	3%	
Drug Abuse	18,300	16,150	46,534	188%	Proper reflection of revenues
Parks & Recreation (Payment to City)	588,750	640,000	840,000	31%	Impact of new Interlocal Agreement
Bank of America Building	787,329	930,700	918,627	-1%	
800 Mhz System Maintenance	467,556	778,501	395,394	-49%	Reduction in appropriation of reserves for capital expenses
Amtrak Building	-	16,000	1,330	-92%	Utilities only (repair & maintenance as well in FY05)
Workers Comp/Risk Financing	2,898,768	3,928,074	4,111,733	5%	
Line Item Funding	1,108,737	1,879,312	1,532,180	-18%	One time expenses in FY05
Communications	475,117	564,456	550,900	-2%	
Reserves	-	11,947,951	9,259,208	-23%	Decrease in unreserved retained earnings in Solid Waste Fund
Risk Allocations	-	1,819,868	1,917,776	5%	
Non-Operating	14,716,656	28,474,353	28,195,468	-1%	
Debt Service	13,867,713	8,316,152	8,931,325	7%	Net impact of refinancing and Series 2005 bond issuance
TOTAL OPERATING PROGRAMS (Non-Operating & Debt Service)	\$ 13,124,201	\$ 18,722,111	\$ 19,126,793		
Capital Improvement Program	27,434,459	23,404,928	28,459,387	22%	
TOTAL EXPENDITURES (Operating & Capital Improvement Program)	\$ 186,633,660	\$ 191,184,639	\$ 209,041,816	9%	

SUMMARY							
Total Board	\$	64,516,600	\$	69,875,506	\$	76,318,554	9%
Total Constitutional	\$	62,060,972	\$	60,379,461	\$	66,498,479	10%
Total Judicial	\$	3,962,260	\$	734,239	\$	638,603	-13%
Total Non-Operating	\$	14,716,656	\$	28,474,353	\$	28,195,468	-1%
Total Debt Service	\$	13,867,713	\$	8,316,152	\$	8,931,325	7%
Total Capital Improvements	\$	27,434,459	\$	23,404,928	\$	28,459,387	22%
TOTAL BUDGET	\$	186,558,660	\$	191,184,639	\$	209,041,816	9%

FY06 PROGRAM CHANGE REQUESTS AND PRELIMINARY RECOMMENDATIONS

Group Legislative / Administrative	Department	Funding		FTE's		Not Recommended
		Requested	Recommended	Requested	Recommended	
1						
2	<u>County Commission</u>					
3	Increase in District 6 Travel Budget	3,000	3,000	0	0	0
4	<u>County Attorney</u>					
5	Additional Position Request - Receptionist	37,678	37,678	1	1	0
6	HR Recommended Reclases	25,267	25,267	0	0	0
7	<u>Human Resources</u>					
8	Health Insurance Program Enhancement Study	30,000	30,000	0	0	0
9		\$ 95,945	\$ 95,945	1.00	1.00	0.00
10	SUBTOTAL					
11	<u>Public Services</u>					
12	<u>Volunteer Center</u>					
13	Additional Position Request - Community Initiatives Coordinator	48,945	-	1	0	1
14	Photo ID & Security Badges for County Interns	820	-	0	0	0
15	Software to Enhance Website & Publication Capabilities	395	395	0	0	0
16	<u>Emergency Medical Services</u>					
17	HR Recommended Reclases	5,212	5,212	0	0	0
18	Operation of an Additional Ambulance	434,228	434,228	8	8	0
19	Telestaff Scheduling System	37,880	37,880	0	0	0
20	Additional Supply Stocking Capabilities	31,597	31,597	0	0	0
21	<u>Housing & Human Services - Health Department</u>					
22	3% Increase in County Annual Funding	9,540	-	0	0	0
23	<u>Library Services - Policy, Planning & Operations</u>					
24	Main Library Copy Machine Base Budget Adjustment	7,671	7,671	0	0	0
25	Sheriff Contract at Main Library Increase	12,677	12,677	0	0	0
26	<u>Library Services - Public Services</u>					
27	Increase in Library Materials Budget	50,000	-	0	0	0
28	Increase in Printing & Binding Budget	3,990	-	0	0	0
29	Downloadable Audiobooks	18,000	-	0	0	0
30	Increase in Small Business Resource Center Budget	26,124	-	0	0	0
31	Additional 1/2 Position Request - Information Professional	22,577	-	0.5	0	0.5
32	3M Service Agreement for Self-Checkout Machine	3,490	3,490	0	0	0
33	<u>Library Services - Collection Services</u>					
34	HR Recommended Reclases	1,640	1,640	0	0	0
35	<u>Library Services - Extension Services</u>					
36	Bookcheck Replacement for Northeast & Parkway Branches	2,500	2,500	0	0	0
37	<u>Cooperative Extension - Environmental Education</u>					
38	Increase in Office Supplies Budget	1,500	-	0	0	0
39	<u>Cooperative Extension - 4H & Other Youth</u>					
40	Combine Two Part-Time Program Assistant Positions	7,780	7,780	0	0	0
41	<u>Housing & Human Services - Human Services</u>					
42	Cost of Child Protection Exams Increase	1,000	1,000	0	0	0
43	SUBTOTAL	\$ 727,566	\$ 546,070	9.50	8.00	1.50

Attachment # 2

Page 1 of 5

FY06 PROGRAM CHANGE REQUESTS AND PRELIMINARY RECOMMENDATIONS

Group	Department	Funding Requested	Funding Recommended	FTE's Requested	FTE's Recommended	Not Recommended
44 Management Services						
45	<u>Minority/Women Business Enterprise</u>					
46	Additional Position Request - MWBE Analyst	54,450	-	1	0	1
47	HR Recommended Reclases	5,852	5,852	0	0	0
48	Development of Vendor Database & Registry System	25,000	25,000	0	0	0
49	<u>Support Services</u>					
50	Cellular Phones for Staff	750	-	0	0	0
51	<u>Facilities Management - General Operations</u>					
52	Security Monitoring of Dental Clinic	9,608	9,608	0	0	0
53	HR Recommended Reclases	6,740	6,740	0	0	0
54	Equipment Acquisition - Cushman Vehicle	7,789	-	0	0	0
55	<u>Facilities Management - Construction</u>					
56	Additional Position Request - Construction Inspector	83,280	-	1	0	1
57	<u>Facilities Management - Maintenance</u>					
58	Increase in Other Contractual Services & Operating Supplies Budgets	40,841	-	0	0	0
59	HR Recommended Reclases	15,061	15,061	0	0	0
60	Estimated Additional Operating Costs of Renaissance Center	50,000	50,000	0	0	0
61	<u>Management Information Services</u>					
62	Additional Position Request - Computer Support Specialist II	46,133	-	1	0	1
63	Additional Position Request - Special Projects Coordinator (HR)	61,850	-	1	0	1
64	Additional Position Request - Special Projects Coordinator (PW)	61,850	-	1	0	1
65	HR Recommended Reclases	13,835	13,835	0	0	0
66	Administrative Associate I Position from Part-Time to Full-Time	4,034	4,034	0.5	0.5	0
67	Software Maintenance Costs Increase	153,500	74,000	0	0	0
68	Reclassification of Small CIP Projects to Operating Costs	50,000	50,000	0	0	0
69	<u>Geographical Information Services</u>					
70	Additional Position Request - Database Administrator	76,276	76,276	1	1	0
71	Two OPS Mapping Assistant Positions to Career Service Positions	69,088	-	2	0	2
72	Hardware & Software Licensing Costs Increase	40,000	20,000	0	0	0
73	HR Recommended Reclases	4,721	4,721	0	0	0
74	<u>County Probation - Pretrial Release</u>					
75	Number of Indigent Defendants in GPS Program Increase	15,000	15,000	0	0	0
76	SUBTOTAL	\$ 895,658	\$ 370,127	8.50	1.50	7.00
77						
78	<u>Growth & Environmental Management</u>					
79	<u>Building Inspection</u>					
80	Additional Position Request - Plans Examiner	71,406	71,406	1	1	0
81	<u>Development Services</u>					
82	Public Notification Advertising Costs Increase	16,476	16,476	0	0	0
83	HR Recommended Reclases	4,755	4,755	0	0	0

Attachment # 2
Page 2 of 5

FY06 PROGRAM CHANGE REQUESTS AND PRELIMINARY RECOMMENDATIONS

Group	Department	Funding Requested	Funding Recommended	Not Recommended	FTE's Requested	FTE's Recommended	Not Recommended
84	Consultant to Review/Revise County Land Development Regulations	50,000	50,000	-	0	0	0
85	SUBTOTAL	\$ 142,637	\$ 142,637	\$ -	1.00	1.00	0.00
86							
87	Public Works						
88	<u>Mosquito Control & Stormwater Maintenance</u>						
89	HR Recommended Reclasses	584	584	-	0	0	0
90	Operating Costs of Equipment Acquisition - Menzi Muck	15,425	15,425	-	0	0	0
91	<u>Fleet Maintenance</u>						
92	HR Recommended Reclasses	1,957	1,957	-	0	0	0
93	<u>Operations - Transportation Maintenance</u>						
94	Administrative Associate IV Position from Part-Time to Full-Time	17,886	17,886	-	0.5	0.5	0
95	Overtime for Emergencies & Unanticipated Projects	14,383	14,383	-	0	0	0
96	<u>Operations - Right-Of-Way Management</u>						
97	HR Recommended Reclasses	632	632	-	0	0	0
98	<u>Operations - Stormwater Maintenance</u>						
99	Overtime for Emergencies & Unanticipated Projects	5,633	5,633	-	0	0	0
100	<u>Parks & Recreation Services</u>						
101	Additional Position Request - Community Park Attendant	33,848	-	33,848	1	0	1
102	Additional Position Request - Greenway Park Attendant	32,015	32,015	-	1	1	0
103	Administrative Associate IV Position from Part-Time to Full-Time	27,686	27,686	-	0.5	0.5	0
104	Fuel & Oil Costs for Leased Tractor Increase	15,000	-	15,000	0	0	0
105	Fuel & Oil Costs for Owned Tractor Decrease	(17,704)	(17,704)	-	0	0	0
106	Utilities for Sports Lighting	15,000	15,000	-	0	0	0
107	HR Recommended Reclasses	3,280	3,280	-	0	0	0
108	Maintain Greenways & Open Space	15,000	15,000	-	0	0	0
109	Motorola Radio for Parks Support Coordinator	2,500	2,500	-	0	0	0
110	Supplies to Maintain Increasing Number of Facilities	5,000	5,000	-	0	0	0
111	Community Center Support	218,468	218,468	-	2	2	0
112	<u>Solid Waste - Rural Waste Collection Centers</u>						
113	Overtime for Operating on Holidays	12,280	12,280	-	0	0	0
114	<u>Solid Waste - Transfer Station Operation</u>						
115	Equipment Acquisition - Truck Scales	12,000	12,000	-	0	0	0
116	<u>Solid Waste - Landfill</u>						
117	Additional Position Request - Solid Waste Operator	19,668	19,668	-	0.5	0.5	0
118	Additional Position Request - Solid Waste Operator	19,668	19,668	-	0.5	0.5	0
119	Additional Position Request - Landfill Spotter	(9,937)	(9,937)	-	1	1	0
120	<u>Solid Waste - Hazardous Waste</u>						
121	Additional Position Request - Hazardous Waste Specialist	42,277	42,277	-	1	1	0
122	SUBTOTAL	\$ 502,549	\$ 453,701	\$ 48,848	8.00	7.00	1.00

Attachment # 2
Page 3 of 5

FY06 PROGRAM CHANGE REQUESTS AND PRELIMINARY RECOMMENDATIONS

Group	Department	Funding Requested	Funding Recommended	Not Recommended	FTE's Requested	FTE's Recommended	Not Recommended
123 Constitutional	Sheriff - Law Enforcement						
124	Additional Position Request - DUI Enforcement Officer	57,938	57,938	-	1	1	0
125	Additional Position Request - Aviation Pilot	82,768	40,000	42,768	1	1	0
126	Additional Position Request - IT Technician	49,287	49,287	-	1	1	0
127	Additional Position Request - Bailiff	58,951	58,951	-	1	1	0
128	Additional Position Request - Bailiff	58,951	58,951	-	1	1	0
129	Salary Study Implementation (4% Minimum Increase)	545,617	545,617	-	0	0	0
130	Salary Study Implementation (Additional Funding for 5% Minimum)	47,612	47,612	-	0	0	0
131	Sheriff - Corrections						
132	Salary Study Implementation (4% Minimum Increase)	63,633	63,633	-	0	0	0
133	Salary Study Implementation (Additional Funding for 5% Minimum)	102,479	102,479	-	0	0	0
134	Property Appraiser						
135	Additional Position Request - Tax Roll Technician (est. cost)	40,000	40,000	-	1	1	0
136	Supervisor of Elections - Voter Registration						
137	Printing of Documents with New BOA Contact Information	29,050	29,050	-	0	0	0
138	Legislation Requiring New ID Cards & Statewide Voter List at All Sites	111,650	111,650	-	0	0	0
139	Supervisor of Elections - Elections						
140	Legislation Requiring Per Precinct Results	95,500	95,500	-	0	0	0
141	Expansion of Early Voting Sites	55,000	55,000	-	0	0	0
142	Upgrade Polling Sites to Meet ADA Requirements	50,000	50,000	-	0	0	0
143	Voter & Poll Worker Education State Grant (Offset by Revenue)	99,695	99,695	-	0	0	0
144	Printing of Documents with New BOA Contact Information	80,550	80,550	-	0	0	0
145	Training for New Voting Technology	7,000	7,000	-	0	0	0
146	OPS Dollars for Election Cycle	98,138	98,138	-	0	0	0
147		\$ 1,733,819	\$ 1,691,051	\$ 42,768	6.00	6.00	0.00
148 SUBTOTAL							
149							
150 Judicial							
151	Public Defender						
152	Computers and Phones for New Positions	6,300	2,100	4,200	0	0	0
153	Replacement of Fax Machines	1,200	1,200	-	0	0	0
154	Cell Phones for Trial Attorneys	11,664	3,600	8,064	0	0	0
155	Redesign of Cubicles	112,500	-	112,500	0	0	0
156	Replacement of Dictation Machines	1,000	1,000	-	0	0	0
157	Speech to Text Translation Software	6,368	-	6,368	0	0	0
158	Court Administration						
159	Additional Toner & Printer Ink Cartridges	6,436	6,436	-	0	0	0
160	Copy Machine in Court Reporting Area	5,399	5,399	-	0	0	0
161	Guardian Ad Litem						
162	Volunteer Training Security	2,400	2,400	-	0	0	0
163	Handheld Wireless Devices for Staff	2,520	1,000	1,520	0	0	0
164	Cell Phones for Case Coordinators	1,920	1,920	-	0	0	0
165 SUBTOTAL		\$ 157,707	\$ 25,055	\$ 132,652	0.00	0.00	0.00
166 Non-Operating							

Attachment # 2
Page 4 of 5

FY06 PROGRAM CHANGE REQUESTS AND PRELIMINARY RECOMMENDATIONS

	Group	Department	Funding		Not Recommended	FTE's		Not Recommended
			Requested	Recommended		Requested	Recommended	
167		Increase in Line Item Funding	862,039	134,039	728,000	0	0	0
168	SUBTOTAL		\$ 862,039	\$ 134,039	\$ 728,000	0.00	0.00	0.00
169								
170	General							
171		HR Audit & Market Review	243,023	243,023	-	0	0	0
172	SUBTOTAL		\$ 243,023	\$ 243,023	\$ -	0.00	0.00	0.00
173								
174	TOTAL:		\$ 5,360,943	\$ 3,701,648	\$ 1,659,295	34.00	24.50	9.50

Attachment # 2
Page 5 of 5

FY 2005/2006 Thru FY 2009/2010 Capital Improvement Program

Growth & Environ. Mngt / Planning

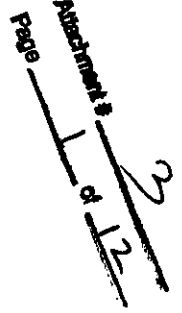
Project	Org. #	Life to Date 9/30/2004	FY05 Adjusted	FY05 YTD	FY06 Request	FY06 Budget	FY07 Planned	FY08 Planned	FY09 Planned	FY10 Planned	FY06-10 Totals	Total Project Cost
Mahan Dr Lnd Use Corr. Sdy	014001	100,000	-	-	-	-	-	-	-	-	-	100,000
G.E.M. - Global Pos Sys	016001	13,400	-	-	-	-	-	-	-	-	-	13,400
Automation Enhancement	016002	9,492	43,643	-	-	-	-	-	-	-	-	53,135
Southern Strategy Sector Ping	016005	46,000	-	-	-	-	-	-	-	-	-	46,000
Total		168,892	43,643	-	-	-	-	-	-	-	-	212,535

Public Works - Operations

Project	Org. #	Life to Date 9/30/2004	FY05 Adjusted	FY05 YTD	FY06 Request	FY06 Budget	FY07 Planned	FY08 Planned	FY09 Planned	FY10 Planned	FY06-10 Totals	Total Project Cost
Miccosukee Road Complex	026002	1,872,918	2,175,019	189,171	-	-	-	-	-	-	-	4,047,937
O.C.G.M. Stabilization	026006	2,696,435	1,027,207	398,888	1,078,567	1,078,567	1,132,495	1,189,120	-	-	3,400,182	7,123,824
Helene FEMA Stabilization	026007	640,549	-	-	-	-	-	-	-	-	-	640,549
Allison FEMA Road Projects	026008	524,909	-	-	-	-	-	-	-	-	-	524,909
Peterson Lightning Loader	026009	40,068	-	-	-	-	-	-	-	-	-	40,068
New Inmate Supervisor Equipment	026012	118,047	14,333	5,292	-	-	-	-	-	-	-	132,380
Arterial/ Collector Rd Pymnt Markings	026015	-	-	-	10,000	10,000	-	77,500	-	12,000	99,500	99,500
Enhanced Right of Way	026016	-	78,000	78,000	-	-	-	-	-	-	-	78,000
Total		5,892,926	3,294,559	671,351	1,088,567	1,088,567	1,132,495	1,266,620	-	12,000	3,499,682	12,687,167

Public Works - Fleet

Project	Org. #	Life to Date 9/30/2004	FY05 Adjusted	FY05 YTD	FY06 Request	FY06 Budget	FY07 Planned	FY08 Planned	FY09 Planned	FY10 Planned	FY06-10 Totals	Total Project Cost
Vehicle & Equip Replac - Gen.	026003	1,778,909	248,282	171,661	196,880	196,880	278,000	357,000	378,500	455,760	1,666,140	3,693,331
Vehicle & Equip Replac - Strmwtr	026004	1,596,832	443,285	16,783	568,440	568,440	540,000	720,000	650,000	782,210	3,260,650	5,300,767
Vehicle & Equip Replac - P.W.	026005	4,867,962	880,994	227,323	695,735	695,735	620,000	820,000	950,000	938,110	4,023,845	9,772,801
Vehicle & Equip Replac - EMS	026014	-	217,764	-	374,280	282,710	294,546	324,000	259,280	300,000	1,460,536	1,678,300
New Vehicle Requests	026018	-	-	-	64,300	64,300	16,500	16,500	-	-	97,300	97,300
Total		8,243,703	1,790,325	415,767	1,899,635	1,808,065	1,749,046	2,237,500	2,237,780	2,476,080	10,508,471	20,542,499



 12/1/06

Public Works Solid Waste

Project	Org. #	Life to Date 9/30/2004	FY05 Adjusted	FY05 YTD	FY06 Request	FY06 Budget	FY07 Planned	FY08 Planned	FY09 Planned	FY10 Planned	FY06-10 Totals	Total Project Cost
GUM Road Sewer Construction	032001	600,000	-	-	-	-	-	-	-	-	-	600,000
Transfer Station	036001	4,670,838	118,418	15,523	-	-	-	-	-	-	-	4,789,256
Landfill Improvements	036002	503,992	56,840	6,757	-	-	-	-	-	-	-	560,832
Heavy Equipment Replac- Landfill	036003	1,166,343	1,349,500	622,997	480,000	480,000	950,000	550,000	420,000	670,000	3,070,000	5,585,843
Mowing Tractor - Landfill	036004	65,460	-	-	-	-	-	-	-	-	-	65,460
Knuckleboom Trash Loader	036006	34,806	-	-	-	-	-	-	-	-	-	34,806
Back-up Reserve Equipment	036008	10,235	-	-	-	-	-	-	-	-	-	10,235
Emergency Standby Generator	036009	-	60,000	-	-	-	-	-	-	-	-	60,000
Heavy Equip Replac- Transfer Station	036010	224,076	105,000	19,763	268,890	268,890	105,000	150,000	395,625	300,000	1,219,515	1,548,591
Landfill Gas Treatment System	036011	-	-	-	500,000	500,000	-	-	-	-	500,000	500,000
Rural Waste Attendant Sheds	036012	-	-	-	135,000	135,000	-	-	-	-	135,000	135,000
Scales & Scale House	036013	-	-	-	150,000	150,000	-	-	-	-	150,000	150,000
Equipment Service Bay	036014	-	-	-	230,000	230,000	-	-	-	-	230,000	230,000
Relocation of Apalachee RWSC	036015	-	-	-	230,000	230,000	-	-	-	-	230,000	230,000
Household Hazardous Waste Locker	036016	-	-	-	24,000	24,000	-	-	-	-	24,000	24,000
Class III Materials Recovery Facility	036017	-	-	-	-	-	-	-	-	666,667	666,667	666,667
RWSC Improvements	036018	-	-	-	-	-	230,000	230,000	230,000	-	690,000	690,000
HHW Collection Center	036019	-	-	-	-	-	100,000	200,000	-	-	300,000	300,000
Total		7,275,749	1,689,758	665,040	2,017,890	2,017,890	1,385,000	1,130,000	1,045,625	1,636,667	7,215,182	16,180,489

Attachment #

3

Page

2 of 12

Public Works - Parks

Project	Org. #	Life to Date 9/30/2004	FY05 Adjusted	FY05 YTD	FY06 Request	FY06 Budget	FY 07 Planned	FY 08 Planned	FY 09 Planned	FY 10 Planned	FY '06 - '10 Totals	Total Project Cost
Woodville Community Center	041001	60,095	1,109,112	24,535	-	-	-	-	-	-	-	1,169,207
Woodville Community Park	041002	513,221	-	-	-	-	-	-	-	-	-	513,221
Ben Stouffville Landing	042001	145,990	-	-	-	-	-	-	-	-	-	145,990
Hopkins Crossing	042002	3	14,997	-	-	-	-	-	-	-	-	15,000
Capital Cascades Greenway	042003	1,351	274,110	21,082	-	-	-	-	150,000	50,000	200,000	475,461
J. Lee Vause Park / Rehab	043001	68,783	-	-	-	-	-	-	-	-	-	68,783
Northwest Community Park	043002	927,025	-	-	-	-	-	-	-	-	-	927,025
Tower Road	043003	107,723	4,822	-	35,000	35,000	80,000	-	-	-	115,000	227,545
Jackson View Park	043004	49,043	250,956	2,511	-	-	-	-	-	-	-	299,999
Lake Jackson Community Center	043005	3,949	196,051	-	650,000	650,000	-	-	-	-	650,000	850,000
Northeast Community Park	044001	16,396	2,600,000	-	-	-	-	-	-	-	-	2,616,396
Miccosukee Community Park	044002	621,350	37,724	14,209	-	-	-	-	-	-	-	659,074
Miccosukee Greenway	044003	202,053	61,102	9,990	-	-	-	-	-	-	-	263,155
Lake Miccosukee Park	044004	13,385	-	-	-	-	-	-	-	-	-	13,385
Miccosukee Community Center	044005	11,956	338,332	3,126	-	-	-	-	-	-	-	350,288
Apalachee Parkway Reg. Prk	045001	9,163	1,449,430	462,104	-	-	-	-	-	-	-	1,458,593
Chaires Community Park	045002	1,290,316	283,410	22,056	-	-	-	-	-	-	-	1,573,726
Alford Arm (J.R. Alford Grnwy)	045004	73,779	1,220	1,220	-	-	-	-	-	-	-	74,999
Park Expansion	046001	204,181	30,000	23,401	80,000	80,000	80,000	80,000	80,000	80,000	400,000	634,181
Park Improvements	046002	7,376	-	-	-	-	-	-	-	-	-	7,376
FEMA Boating Improvements	046003	5,110	-	-	-	-	-	-	-	-	-	5,110
Truck for Park Staff	046005	-	13,500	13,500	-	-	-	-	-	-	-	13,500
Tractor for Greenway Maintenance	046007	-	-	-	115,881	115,881	-	115,881	-	-	231,762	231,762
Athletic Field Lighting	046008	-	-	-	75,000	75,000	75,000	75,000	75,000	75,000	375,000	375,000
Greenways and Trails	046009	-	-	-	45,000	45,000	45,000	45,000	45,000	45,000	225,000	225,000
St. Mark's Headwaters	047001	27,650	72,350	-	-	-	-	-	-	-	-	100,000
Total		4,359,898	6,737,116	597,734	1,000,881	1,000,881	280,000	315,881	350,000	250,000	2,196,762	13,293,776

Attachment #

Page

B of 12

Public Works - Engineering/Transportation

Project	Org. #	Life to Date 9/30/2004	FY05 Adjusted	FY05 YTD	FY06 Request	FY06 Budget	FY 07 Planned	FY 08 Planned	FY 09 Planned	FY 10 Planned	FY '06-'10 Totals	Total Project Cost
Old Bainbridge Road Phase I	051001	663,879	114,886	-	-	-	-	-	-	-	-	778,765
Crawfordville Road	051002	25,500,000	-	-	-	-	-	-	-	-	-	25,500,000
Balboa Drive Improvements	051003	135,441	224,559	12,867	100,000	100,000	-	-	-	-	100,000	460,000
Tram Rd-Galle Ave (BP2000)	051004	-	-	-	-	-	-	-	200,000	-	200,000	200,000
Gaines Street	051005	-	-	-	-	-	-	-	-	10,700,000	10,700,000	10,700,000
Capital Cir. S.W. Rd. Imprvmnts	052001	321,682	428,317	7,951	-	-	-	-	-	-	-	749,999
Smith Creek Road Bridge	052002	-	-	-	100,000	100,000	25,000	-	150,000	118,545	393,545	393,545
Talpeco Ravine Project	053001	222,248	-	-	-	-	-	-	-	-	-	222,248
Pullen / Old Bainbridge	053002	15,437	453,798	19,768	-	-	-	-	-	-	-	469,235
North Monroe Turn Lane	053003	245	2,482,121	-	-	-	-	-	-	-	-	2,482,366
Cloudland Drive	053004	14	299,986	-	-	-	-	-	-	-	-	300,000
Talpeco-US 27 (BP2000)	053005	-	-	-	-	-	-	-	250,000	-	250,000	250,000
Tower Road Railroad Crossing	053006	-	-	-	125,000	125,000	-	-	-	-	125,000	125,000
Bradfordville (Cirvile to Thmville Rd.)	054001	29,676	-	-	-	-	-	-	-	-	-	29,676
Bradfordville Rd. Culvert	054002	53,350	296,649	48,863	100,000	100,000	-	-	-	-	100,000	449,999
Bannerman Rd (Thmville - Mdrn)	054003	217,860	1,049,314	92,183	-	-	-	-	-	-	-	1,267,174
Kerry Forest Parkway Extension	054005	560	299,440	-	500,000	500,000	-	-	-	-	500,000	800,000
Kinhega Drive Culvert	054006	140,202	51,798	48,457	-	-	-	-	-	-	-	192,000
Heatherwood Road Improvements	054009	-	100,000	-	-	-	-	-	-	-	-	100,000
Beech Ridge Trail	054010	-	600,000	73	-	-	-	-	-	-	-	600,000
Buck Lake Road	055001	2,011,715	3,000,000	71,704	-	-	-	-	-	-	-	5,011,715
Mahan Drive Phase II	055002	6,939,599	-	-	-	-	-	-	16,560,000	-	16,560,000	23,499,599
Chaires Crsng (US 27 to US 90)	055003	24,845	1,414,354	-	-	-	-	-	-	-	-	1,439,199
Miccosukee Rd Reconstruct	055004	17,483,038	28,221	11,450	-	-	-	-	-	-	-	17,511,259

Public Works - Engineering/Transportation (continued)

Project	Org. #	Life to Date 9/30/2004	FY05 Adjusted	FY05 YTD	FY06 Request	FY06 Budget	FY 07 Planned	FY 08 Planned	FY 09 Planned	FY 10 Planned	FY '06-'10 Totals	Total Project Cost
Lafayette Magnolia Intersection	055005	198,084	702,222	2,625	-	-	-	-	-	-	-	900,306
Chaires Cross Road Const	055007	-	-	-	-	-	-	-	-	-	-	7,900,000
Old St. Augustine Rd	055008	-	-	-	-	-	-	-	-	-	-	792,000
Arterial/ Collector Resurfacing	056001	8,561,389	725,000	480,657	750,000	750,000	750,000	750,000	750,000	750,000	3,750,000	13,036,389
Street Sign Upgrade	056002	188,241	-	-	-	-	-	-	-	-	-	188,241
Sign Washing & Sign Inventory	056003	14,892	-	-	-	-	-	-	-	-	-	14,892
Pavement Management System	056004	-	61,000	-	-	-	-	-	-	-	-	61,000
Community Safety & Mobility	056005	791,466	1,405,216	81,457	500,000	500,000	500,000	500,000	500,000	500,000	2,500,000	4,696,682
Guardrail Installation	056006	476,764	73,872	-	-	-	74,000	-	74,000	-	148,000	698,636
FDOT Permitting Fees	056007	404,155	125,845	1,362	100,000	100,000	100,000	100,000	100,000	100,000	500,000	1,030,000
S.A.F.E.	056008	1,527,623	-	-	-	-	-	-	-	-	-	1,527,623
Countywide Rd District Projects	056009	1,810,466	-	-	-	-	-	-	-	-	-	1,810,466
Intersection and Sfty Imprvmnts	057001	3,341,344	1,026,756	29,393	600,000	600,000	400,000	500,000	500,000	500,000	2,500,000	6,868,100
Black Creek Restoration	057002	778,113	1,280,664	45,103	750,000	750,000	-	-	-	-	750,000	2,808,777
Local Road Resurfacing	057005	2,727,863	716,022	5,643	550,000	550,000	-	550,000	-	550,000	1,650,000	5,093,885
Tharpe St (Cap. Cir. N.W. - Ocala	057006	1,355,924	680,000	251,913	-	-	-	9,700,000	-	-	9,700,000	17,855,924
Orange Avenue Reconstruction	057007	8,372,932	30,341,614	1,283,993	-	-	-	-	-	-	-	38,714,546
2/3 2/3 Program Start- Up Cost	057900	14,126	100,000	2,459	100,000	100,000	100,000	100,000	100,000	100,000	500,000	614,126
2/3 2/3 - Frontier Estates	057901	536,946	-	-	-	-	-	-	-	-	-	536,946
2/3 2/3 - Winfield Forest	057902	426,861	-	-	-	-	-	-	-	-	-	426,861
2/3 2/3 - Wildwood	057903	139,106	562,552	53	-	-	-	-	-	-	-	701,658
2/3 2/3 - Arviah Branch	057904	88,132	-	-	-	-	-	-	-	-	-	88,132
2/3 2/3 - Centerville Trace	057905	5,504	144,495	2,351	-	-	-	-	-	-	-	149,999
2/3 2/3 - Rainbow Acres	057906	207,939	416,059	44,958	-	-	-	-	-	-	-	623,998
2/3 2/3 - Glen @ Golden Eagle	057907	19,715	-	-	-	-	-	-	-	-	-	19,715
2/3 2/3 - Burgess Drive	057908	9,374	159,627	-	-	-	-	-	-	-	-	169,001
2/3 2/3 - Breckenridge Trail Utility	057909	73,636	-	-	-	-	-	-	-	-	-	73,636
Total		85,830,385	55,484,387	2,545,283	4,275,000	4,275,000	1,949,000	13,859,720	22,954,832	16,579,993	59,618,545	200,933,317

Attachment #

3

Page

5 of 12

Public Works - Engineering/Stormwater: Stormwater Maintenance and Mosquito Control

Project	Org. #	Life to Date 9/30/2004	FY05 Adjusted	FY05 YTD	FY06 Request	FY06 Budget	FY 07 Planned	FY 08 Planned	FY 09 Planned	FY 10 Planned	FY '06-'10 Totals	Total Project Cost
Lake Munson Dam Replacement	061001				-	-	-	1,000,000	-	-	1,000,000	1,000,000
Lake Munson Restoration	062001	11,244,234	363,862	11,064	-	-	-	-	-	-	-	11,608,096
Lakeview Bridge	062002	77,986	22,014	1,160	-	-	123,000	377,000	-	-	500,000	600,000
Woodville Sewer Project	062003				100,000	100,000	100,000	100,000	100,000	100,000	500,000	500,000
Longwood Subdivision Retrofit	062004											
Harbinwood Estates Drainage	063002	2,053,659	2,848,951	465,721	2,000,000	2,000,000	-	175,000	-	-	175,000	175,000
Casa Linda Ct. Improvements	063003	42,869	-	-	-	-	-	-	-	-	2,000,000	6,902,610
Okeehopee/Woodmont Pnd	063004	611,116	1,943,751	40,704	1,560,000	1,560,000	-	-	-	-	-	42,869
Lexington Regional SWMF	063005	44,290										
Harbinwood Sewer Project	063008											
Rhoden Cove Stormwater	063009				100,000	100,000	100,000	100,000	100,000	100,000	500,000	500,000
Killearn Acres Flood Mitigation	064001	467,810	1,251,651	33,761	337,000	337,000	-	-	-	-	337,000	2,056,461
Lafayette Oaks Tri-Basin Drnge	064002	2,846,455	83,187	18,900								
Killearn Lakes Sewer Project	064003	1,984	848,016	162,480	4,000,000	4,000,000	-	-	-	-	4,000,000	4,850,000
Bradfordville Pond 6	064004				50,000	50,000	-	-	-	-	50,000	50,000
Bradfordville Pond 4	064005				175,000	175,000	-	-	-	-	175,000	175,000
High Grove Pond Improvements	064007				310,000	310,000	-	-	-	-	310,000	310,000
Centerville Trace Sewer Project	064008				50,000	50,000	50,000	50,000	50,000	50,000	250,000	250,000
Deer Lane Drive Drainage Outfall	064009				250,000	250,000					250,000	250,000
Lafayette Street Stormwater	065001				-	-	777,260	422,740	-	-	1,200,000	1,200,000
Stormwater Plan (Operations)	066005	584,667	49,959	6,721								634,626
Mosquitofish Hatchery	066006	17,999	-	-							-	17,999
Stormwater Facility Improvements	066007	195,539	11,204	11,204							-	206,743
Stormwater Repair Projects	066008	60,235	-	-							-	60,235

Public Works - Engineering/Stormwater: Stormwater Maintenance and Mosquito Control (continued)

Project	Org. #	Life to Date 9/30/2004	FY05 YTD	FY05 Adjusted	FY06 Request	FY06 Budget	FY 07 Planned	FY 08 Planned	FY 09 Planned	FY 10 Planned	FY '06-'10 Totals	Total Project Cost
M.C. 4x4 Truck w/ ULV Fogging	066010	37,000	-	-	-	-	-	-	-	-	-	37,000
Enhanced Stormwater Program	066011	137,616	-	-	-	-	-	-	-	-	-	137,616
M.C. 4x4 Truck w/ ULV Fogging	066016	20,051	-	-	-	-	-	-	-	-	-	20,051
Capital Area Flood Network	066017	230,430	-	-	-	-	-	-	-	-	-	230,430
Flooded Property Acquisition	066018	720,316	459,778	1,279,684	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000	7,000,000
TMDL Development Program	066019	-	10,634	20,000	241,000	241,000	200,000	200,000	141,000	141,000	923,000	943,000
1 Ton Crew Truck & Tractor w/ Bucket	066021	-	-	-	-	-	-	-	49,500	-	49,500	49,500
4x4 Truck w/ ULV Fogging Unit	066023	-	-	-	-	-	-	-	28,445	-	28,445	28,445
Aerial Larviciding Unit	066024	-	-	-	-	-	-	-	42,000	-	42,000	42,000
Stormwater Filter Repair Equipment	066026	-	-	-	56,000	56,000	72,000	112,000	64,000	80,000	384,000	384,000
Six-inch Pump Pipe	066027	-	-	-	-	-	32,800	-	-	-	32,800	32,800
Liberty Ridge	067001	905,153	1,110	266,037	-	-	-	-	-	-	-	1,171,190
BP/2000 Water Quality Enhancem.	067002	271	2,779,726	-	-	-	150,000	-	-	-	150,000	2,929,997
Allison FEMA Stormwater Prcjs	069001	31,399	-	-	-	-	-	-	-	-	-	31,399
Allison FEMA Mosq. Ctrl Prcjs	069002	87,520	-	-	-	-	-	-	-	-	-	87,520
Proctor Watershed	069003	1,303,735	-	-	-	-	-	-	-	-	-	1,303,735
Menzi Muck	069004	-	-	-	251,917	251,917	-	-	-	-	251,917	251,917
1/2 Ton Truck for MC Svcs	069005	-	-	-	-	-	-	28,445	-	-	28,445	28,445
Total		21,722,334	1,223,237	11,768,042	10,230,917	10,230,917	2,355,060	8,915,185	1,324,945	1,221,000	24,047,107	57,537,483

Attachment #

3

Page

7

of

12

Management Information Services

Project	Org. #	Life to Date 9/30/2004	FY05 Adjusted	FY05 YTD	FY06 Request	FY06 Budget	FY 07 Planned	FY 08 Planned	FY 09 Planned	FY 10 Planned	FY '06-'10 Totals	Total Project Cost
Banner Hdwre & Sftwre Migrat.	076001	145,910	-	-	-	-	-	-	-	-	-	145,910
CommNet	076002	554,380	-	-	-	-	-	-	-	-	-	554,380
Data Wiring	076003	282,362	133,663	23,072	50,000	-	-	25,000	25,000	25,000	75,000	491,025
Digital Phone System	076004	101,006	410,000	-	122,500	100,000	100,000	100,000	-	-	400,000	911,006
Elections Voter System	076005	83,450	75,000	18,412	-	-	-	-	-	-	-	158,450
Electronic Doc. Mgmt & Imgrng	076006	507,354	121,184	22,738	200,000	30,000	30,000	-	-	-	60,000	688,538
File Server Upgrade	076008	438,618	100,000	99,936	60,500	60,500	25,000	25,000	25,000	25,000	160,500	699,118
Geographic Information Systems	076009	5,256,087	506,219	222,123	316,564	316,564	250,000	250,000	250,000	250,000	1,316,564	7,078,870
Internet Related Projects	076010	372,126	82,117	-	-	-	-	-	-	-	-	454,243
JIS Data Warehouse	076012	766,844	314,170	151,511	312,000	312,000	150,000	-	-	-	612,000	1,693,014
Low Case Management System	076013	60,000	-	-	-	-	-	-	-	-	-	60,000
MIS Renovations	076017	38,863	-	-	-	-	-	-	-	-	-	38,863
Network Backbone Upgrade	076018	274,185	177,000	139,287	75,000	75,000	-	-	-	-	75,000	526,185
Network Software Upgrade	076019	208,075	-	-	-	-	-	-	-	-	-	208,075
Sheriff/Jail Upgrade	076021	685,375	2,014,624	1,576,626	255,000	255,000	-	-	-	-	255,000	2,954,999
Tech in Commissioners Chmbrs	076022	380,051	40,538	8,676	-	-	-	-	-	-	-	420,589
Technology in Courtrooms	076023	168,760	168,043	6,113	-	-	-	-	-	-	-	386,803
User Computer Upgrades	076024	1,955,570	239,808	165,458	318,550	300,000	300,000	300,000	300,000	300,000	1,500,000	3,695,378
WIN 32 Upgrades	076025	146,491	-	-	-	-	-	-	-	-	-	146,491
MIS Computer Room Reorg.	076026	12,133	-	-	-	-	-	-	-	-	-	12,133
Re-Engineering of the C.JIS Sys.	076027	732,958	-	-	-	-	-	-	-	-	-	732,958
Upgrade DRA Software & Hardware	076028	457,094	19,048	4,478	-	-	-	-	-	-	-	476,142
Portable Sound System	076029	19,966	-	-	-	-	-	-	-	-	-	19,966
MIS Travel	076030	6,298	-	-	-	-	-	-	-	-	-	6,298

Management Information Services (continued)

Project	Org. #	Life to Date 9/30/2004	FY05 Adjusted	FY05 YTD	FY06 Request	FY06 Budget	FY07 Planned	FY08 Planned	FY09 Planned	FY10 Planned	FY '06-'10 Totals	Total Project Cost
MIS Training	076031	10,470	-	-	-	-	-	-	-	-	-	10,470
Banner Hardware Upgrade	076032	17,581	-	-	-	-	-	-	-	-	-	17,581
MIS Cargo Van	076033	27,503	-	-	-	-	-	-	-	-	-	27,503
MIS Miccosukee Network	076034	44,629	-	-	-	-	-	-	-	-	-	44,629
Web Learning Technologies	076035	39,071	40,929	-	-	-	-	-	-	-	-	80,000
P-3 Rewriting	076036	16,172	-	-	-	-	-	-	-	-	-	16,172
Public Works GIS	076037	-	15,679	-	25,000	25,000	-	-	-	-	25,000	40,679
Mobile Vehicle Office Tech	076038	44,823	24,440	-	-	-	-	-	-	-	-	69,263
LiDar Acquisition Project	076039	750,898	-	-	-	-	-	-	-	-	-	750,898
Library Live Reference Chat	076040	18,000	-	-	-	-	-	-	-	-	-	18,000
MIS Van	076041	18,940	-	-	-	-	-	-	-	-	-	18,940
Hansen Work Order Mgmt.	076042	92,149	165,651	70,497	150,000	80,000	100,000	50,000	25,000	25,000	280,000	537,800
Jail Management Info System	076043	302,182	217,018	88,200	187,200	187,200	187,200	-	-	-	374,400	893,600
MIS Disaster Recovery	076044	47,540	-	-	-	9,500	15,000	15,000	15,000	15,000	69,500	80,280
State Attorney Technology	076047	10,780	-	-	20,000	-	50,000	-	-	-	50,000	175,000
Electronic Timesheet	076048	-	125,000	-	-	-	-	-	-	-	-	30,000
Inventory Software	076049	30,000	-	-	-	-	-	-	-	-	-	55,660
MS2000 Software	076050	55,660	-	-	-	-	-	-	-	-	-	90,679
Public Defender Technology	076051	15,679	-	-	100,000	15,000	15,000	15,000	15,000	15,000	75,000	38,330
WordPerfect Conversions	076052	38,330	-	-	-	-	-	-	-	-	-	38,330
Disaster Recovery	076053	-	30,000	-	350,000	350,000	-	-	-	-	350,000	380,000
Growth Management Tech Request	076055	-	26,500	11,977	109,725	109,725	-	-	-	-	109,725	136,225
Facilities Technology Request	076056	-	62,500	-	50,000	50,000	-	-	-	-	50,000	112,500
Public Works Tech Request	076057	-	-	-	30,000	30,000	-	-	-	-	30,000	30,000
EMS Tech Request	076058	-	-	-	430,000	-	-	-	-	-	-	-
MIS Security	076059	-	20,000	-	-	-	-	-	-	-	-	20,000
GIS Incremental Basemap Update	076060	-	235,000	66,827	235,000	235,000	235,000	235,000	235,000	235,000	1,175,000	1,410,000
Total		15,234,361	5,364,131	2,675,931	3,397,039	2,540,489	1,482,200	1,165,000	1,015,000	890,000	7,092,689	27,691,181

Facilities Management

Project	Org. #	Life to Date 9/30/2004	FY05 Adjusted	FY05 YTD	FY06 Request	FY06 Budget	FY 07 Planned	FY 08 Planned	FY 09 Planned	FY 10 Planned	FY '06-'10 Totals	Total Project Cost
B.L. Perry Library	081001	1,919,106	-	-	-	-	-	-	-	-	-	1,919,106
Dental Health Clinic	081002	577,801	325,579	286,596	-	-	-	-	-	-	-	903,380
Woodville Library	081004	-	-	-	4,250,000	-	-	-	-	-	-	4,250,000
Fort Braden Water System	082001	10,000	-	-	-	-	-	-	-	-	-	10,000
Fort Braden Branch Library	082002	962,308	65,013	46,887	-	-	-	-	-	-	-	1,027,321
Fort Braden Renovations	082003	64,000	45,000	-	-	-	-	-	-	-	-	109,000
Lake Jackson Branch Library	083001	52,812	2,943,688	1,200	570,000	570,000	-	-	-	-	570,000	3,566,500
Bruce J. Host Center	084001	1,613,821	-	-	-	-	-	-	-	-	-	1,613,821
Southeast Branch Library	085001	1,336	3,273,664	6,000	-	-	-	-	-	-	-	3,275,000
Johnson Controls Updates	086001	378,700	-	-	-	-	-	-	-	-	-	378,700
Traffic Court Building	086003	1,398,805	-	-	-	-	-	-	-	-	-	1,398,805
Courthouse Interior Imp.	086004	57,019	-	-	-	-	-	-	-	-	-	57,019
Growth Renaissance	086006	128,632	7,599,866	15,874	-	-	-	-	-	-	-	7,728,498
Courtroom Minor Renovations	086007	46,127	62,813	1,387	-	-	33,000	33,000	33,000	33,000	132,000	240,940
Courthouse Signage System	086008	200,000	-	-	-	-	-	-	-	-	-	200,000
Courthouse Hlidy Decorations	086009	24,798	-	-	-	-	-	-	-	-	-	24,798
Countywide ADA	086010	825,300	707,074	171,872	275,000	275,000	233,000	-	-	-	508,000	2,040,374
Architectural Services	086011	44,243	33,000	2,295	60,000	60,000	60,000	60,000	60,000	60,000	300,000	377,243
Chiller Upgrades at Main Library	086013	23,833	-	-	-	-	-	-	-	-	-	23,833
Stairway Rehabilitation	086014	9,963	-	-	-	-	-	-	-	-	-	9,963
County Storage Warehouse	086015	564,179	-	-	-	-	-	-	-	-	-	564,179
Courthouse Security	086016	565,062	-	-	-	-	-	-	-	-	-	565,062
Common Area Furnishings	086017	186,215	38,010	7,387	33,000	33,000	33,000	33,000	33,000	33,000	165,000	389,225

Facilities Management (continued)

Project	Org. #	Life to Date 9/30/2004	FY05 Adjusted	FY05 YTD	FY06 Request	FY06 Budget	FY 07 Planned	FY 08 Planned	FY 09 Planned	FY 10 Planned	FY '06-'10 Totals	Total Project Cost
M/WBE Relocation	086018	73,779	-	-	-	-	-	-	-	-	-	73,779
Fleet Management Shop	086019	1,729,998	-	-	-	-	-	-	-	-	-	1,729,998
HHS Renovation	086020	36,617	-	-	-	-	-	-	-	-	-	36,617
Jail Renovations	086021	3,472,674	-	-	-	-	-	-	-	-	-	3,472,674
Purchasing Warehouse Phase II	086022	12,732	-	-	-	-	-	-	-	-	-	12,732
Security Gates / Collins Library	086023	12,560	-	-	-	-	-	-	-	-	-	12,560
Courthouse Repairs	086024	2,043,574	3,456,475	686,309	-	-	-	-	-	-	-	5,500,049
Bank of America Building	086025	15,256,600	3,918,962	176,186	-	-	1,250,000	1,050,000	-	-	2,300,000	21,475,562
Courthouse Renovations	086027	11,538	8,450,714	12,687	-	-	-	-	-	-	-	8,462,252
Rel. of Bradfordville Comm. Ctr	086028	19,320	170,012	1,502	-	-	-	-	-	-	-	189,332
Parking Garage Floor Sweeper	086029	14,958	-	-	-	-	-	-	-	-	-	14,958
Ag Center Roof	086030	-	136,620	1,645	-	-	-	-	-	-	-	136,620
Jail Roof Replacement	086031	-	1,024,056	5,471	550,000	550,000	550,000	550,000	-	-	2,750,000	3,774,056
BOA Energy Efficiency Items	086032	-	-	-	60,000	60,000	-	-	-	-	60,000	60,000
Aerial Footbridge Crths/BOA	086036	-	-	-	250,000	250,000	750,000	-	-	-	1,000,000	1,000,000
Elevator Generator Upgrades	086037	-	-	-	1,000,000	200,000	200,000	200,000	-	-	1,000,000	1,000,000
Gadsden Street Parking Lot	086038	-	44,000	39,569	-	-	-	-	-	-	-	44,000
Mosquito Cntrl Security Fencing	086039	-	22,000	14,000	-	-	-	-	-	-	-	22,000
Uninterruptible Power Supply/MIS Data	086043	-	100,000	-	-	-	-	-	-	-	-	100,000
Waterproof Storage Containers	086044	-	116,930	116,930	-	-	-	-	-	-	-	116,930
Health Department Roof Replacement	086047	-	-	-	300,000	300,000	-	-	-	-	300,000	300,000
Main Library HVAC	086051	-	453,000	27,380	-	-	-	-	-	-	-	453,000
Health Dept HVAC	086052	-	354,000	-	-	-	-	-	-	-	-	354,000
Total		32,338,409	33,340,476	1,621,177	7,348,000	3,148,000	2,709,000	2,976,000	2,776,000	1,726,000	13,335,000	79,013,885

County Administration: Miscellaneous/Other

Project	Obj. #	Life to Date 9/30/2004	FY05 Adjusted	FY05 YTD	FY06 Request	FY06 Budget	FY07 Planned	FY08 Planned	FY09 Planned	FY10 Planned	FY '06-'10 Totals	Total Project Cost
County Long Term Facility Needs	096001	1,635,560	-	-	-	-	-	-	-	-	-	1,635,560
Volunteer Fire Department	096002	336,638	56,208	450	-	-	-	-	-	-	-	392,846
County Court Facility	096003	29,473	-	-	-	-	-	-	-	-	-	29,473
Jail Infrastructure Enhancements	096005	634,000	-	-	-	-	-	-	-	-	-	634,000
Bookmobile	096006	-	150,000	-	-	-	-	-	-	-	-	150,000
Mobile Command Storage Shed	096007	-	250,000	-	-	-	-	-	-	-	-	250,000
State Attorney Vehicle	096009	-	32,000	29,882	-	-	-	-	-	-	-	32,000
EMS Equipment	096010	-	72,000	16,662	75,600	-	70,000	70,000	70,000	70,000	280,000	352,000
Replacement Mobile Data Computers	096011	-	588,468	184,252	-	-	-	-	-	-	-	588,468
ADA Voting System Equipment	096012	-	564,422	-	590,578	347,578	-	-	-	-	347,578	912,000
Auto Vehicle Location System	096013	-	-	-	50,000	-	-	-	-	-	-	-
Electronic Voter ID	096014	-	-	-	750,000	750,000	-	-	-	-	750,000	750,000
Accu Vote Optical Scan Units	096015	-	-	-	360,000	96,000	-	-	-	-	96,000	96,000
Security - BOA	096016	-	-	-	30,000	-	-	-	-	-	-	-
Technology - SOE	096017	-	-	20,190	-	-	-	-	-	-	-	-
Furniture - SOE	096018	-	-	50,000	-	-	-	-	-	-	-	-
Telephone Equipment - SOE	096019	-	-	22,500	-	-	-	-	-	-	-	-
Truck - SOE	096020	-	-	24,500	-	-	-	-	-	-	-	-
Public Defender Cubicle	096021	-	-	30,000	30,000	30,000	-	-	-	-	30,000	30,000
Sheriff Fuel Depot Upgrade	096022	-	-	-	-	275,000	275,000	-	-	-	275,000	275,000
Library Self Checkout Stations	096023	-	-	50,000	50,000	50,000	-	-	-	-	50,000	50,000
Library Directors Station	096024	-	-	26,000	26,000	26,000	-	-	-	-	26,000	26,000
Sheriff Work Camp	096025	-	-	600,000	600,000	600,000	600,000	600,000	600,000	600,000	3,000,000	3,000,000
Total		2,635,671	1,713,098	231,246	2,679,368	1,899,578	945,000	670,000	670,000	670,000	4,834,578	9,203,347
		183,702,328	121,225,535	10,646,766	33,920,647	27,992,737	13,986,951	32,534,056	32,374,182	25,461,740	132,351,666	437,279,529

Sorted by % Property Exempt

County	Net Budg Per Capita	Staff Per 1000	% Exempt
Collier	3,098	11.9	20%
Walton	2,046	9.8	21%
Lee	3,619	4.9	22%
Seminole	812	7.0	24%
Orange	2,489	10.1	25%
Osceola	2,338	7.6	25%
Okaloosa	1,200	7.3	25%
Charlotte	4,054	7.7	25%
Manatee	3,335	11.5	26%
Palm Beach	3,097	8.6	26%
Indian River	2,018	12.5	26%
Flagler	2,678	9.0	26%
Lake	1,379	3.1	26%
Sarasota	2,513	10.3	27%
Saint Johns	3,119	11.9	27%
Citrus	1,068	8.4	28%
Polk	1,959	7.7	29%
Miami-Dade	2,888	12.8	30%
Volusia	1,095	6.3	30%
Martin	2,634	6.6	30%
Pinellas	2,152	6.6	31%
Hillsborough	2,748	9.4	31%
Clay	1,158	8.4	32%
Bay	1,466	3.0	33%
Highlands	1,121	4.1	33%
Santa Rosa	695	6.5	33%
Monroe	3,776	17.0	33%
Saint Lucie	1,884	4.1	34%
Franklin	2,606	17.7	34%
Pasco	1,984	8.2	35%
Hernando	2,120	10.4	35%
Duval	1,724	9.6	35%
Manion	1,121	7.2	36%
Gulf	1,405	11.1	38%
Sumter	1,445	8.8	40%
Taylor	1,619	11.7	40%
Hamilton	N/R	N/R	41%
Leon	788	7.3	42%
Wakulla	1,066	8.8	42%
Putnam	1,367	8.6	43%
Washington	981	9.3	44%
Escambia	1,496	9.0	44%
Columbia	1,327	8.3	44%
Brevard	1,636	5.0	46%
Levy	1,277	11.0	47%
Alachua	973	8.3	47%
Hardee	2,758	6.5	48%
Hendry	N/R	N/R	48%
Gadsden	N/R	N/R	48%
DeSoto	N/R	N/R	49%
Bradford	797	5.6	49%
Madison	1,220	9.6	51%
Okeechobee	N/R	N/R	51%
Gilchrist	1,188	13.6	51%
Calhoun	809	5.4	52%
Suwannee	1,059	9.5	54%
Jackson	729	5.4	55%
Dixie	N/R	N/R	56%
Baker	N/R	N/R	58%
Holmes	712	12.6	58%
Lafayette	N/R	N/R	61%
Jefferson	1,182	6.9	65%
Union	N/R	N/R	66%
Glades	N/R	N/R	74%
Liberty	1,424	13.7	80%
Broward	1,480	7.4	N/R
Nassau	1,794	11.9	N/R

Sorted by Staff Per 1,000


County	Net Budg Per Capita	Staff Per 1000	% Exempt
Bay	1,466	3.0	33%
Lake	1,379	3.1	26%
Saint Lucie	1,884	4.1	34%
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Calhoun	809	5.4	52%
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Broward	1,480	7.4	N/R
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Pasco	1,984	8.2	35%
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Hendry	N/R	N/R	48%
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Baker	N/R	N/R	58%
Union	N/R	N/R	68%
Dixie	N/R	N/R	56%
Hamilton	N/R	N/R	41%
Glades	N/R	N/R	74%
Lafayette	N/R	N/R	61%

Sorted by Net Budget Per Capita

County	Net Budg Per Capita	Staff Per 1000	% Exempt
Santa Rosa	695	6.5	33%
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Board of County Commissioners

Budget Discussion Item

Date of Meeting: June 14, 2005
Date Submitted: June 8, 2005
To: Honorable Chairman and Members of the Board
From: Parwez Alam, County Administrator 
Alan Rosenzweig, Director, Office of Management & Budget
Subject: FY05/06 Pay Increases for All Full-Time Career Service Employees

Statement of Issue:

This item discusses the recommended pay increases for all full-time career service employees for FY05/06.

Background:

As part of the development of the annual budget, the County determines the pay increases for all full-time career service employees for the subsequent budget year, which take effect on October 1st. In FY04/05, the Board approved giving all full-time career service employees a pay increase in an amount equal to the greater of 5% or \$1,000 and the opportunity to receive a one-time \$400 to \$600 merit bonus.

Analysis:

The tentative FY05/06 budget is again contemplated utilizing the greater of 5% or \$1,000 in pay increases for all full-time career service employees to take effect on October 1, 2005. In addition, all full-time career service employees have historically had the opportunity to also receive a one-time \$400-\$600 merit bonus. Human Resources is currently developing a new performance evaluation system and will be proposing a new performance bonus process. Human Resources will bring the proposed new performance evaluation and performance bonus system to the Board at a future meeting. The current merit bonus system will remain in effect until the new performance evaluation and bonus system has been completed.

Options:

1. Approve for inclusion in the FY05/06 budget a pay increase for all full-time career service employees in an amount equal to the greater of 5% or \$1,000 and maintain the current one-time \$400-\$600 merit bonus system until Human Resources has a new program in place.
2. Approve for inclusion in the FY05/06 budget a pay increase for all full-time career service employees in an amount to be determined by the Board.
2. Board Direction.

Recommendation:

Option #1 (included in the tentative budget)

Board of County Commissioners

Budget Discussion Item

Date of Meeting: June 14, 2005
Date Submitted: June 8, 2005
To: Honorable Chairman and Members of the Board
From: Parwez Alam, County Administrator *PA*
Alan Rosenzweig, Director, Office of Management & Budget *AR*
Subject: Commissioner's Travel Budget

Statement of Issue:

This item discusses additional funding associated with Commissioners serving on Florida Association of Counties (FAC) or National Association of Counties (NACO) Boards.

Background:

The FY04/05 Budget included \$3,000 in funding associated with Commissioners serving on either the Florida Association of Counties (FAC) or National Association of Counties (NACO) Boards. This funding was necessary for travel to national or state meetings. The appropriation was in addition to the Commissioner's normal budget, but was restricted for the above stated purposes.

Analysis:

As part of the development of the FY05/06 Tentative Budget staff is seeking Board's approval to increase Commissioner Thael's travel budget by \$3,000. Commissioner Thael has served as President to the Florida Association of Counties (FAC) this past year. In accordance with FAC bylaws, former Presidents of FAC (as long as they serve in the capacity of a County Commissioner) serve as a member of the FAC board. As a result, it is necessary to include the historic level of funding for Commissioner Thael's budget for FY05/06 for related travel.

Options:

1. Approve the inclusion \$3,000 in Commissioner Thael's budget for travel associated with FAC Board activities.
2. Do not approve the inclusion \$3,000 in Commissioner Thael's budget for travel associated with FAC Board activities.

Recommendation:

Option #1, (included in the tentative budget)

PA/AR/cw

Board of County Commissioners

Budget Discussion Item

Date of Meeting: June 14, 2005
Date Submitted: June 8, 2005
To: Honorable Chairman and Members of the Board
From: Parwez Alam, County Administrator *PA*
Alan Rosenzweig, Director, Office of Management & Budget *AR*
Subject: Fiscal Impacts of Constructing and Operating a New Branch
Library in Woodville

Statement of Issue:

This item is to provide the Board with the fiscal impacts of constructing and operating a new branch library in Woodville.

Background:

At the May 24, 2005 meeting, the Board directed staff to prepare a budget discussion item regarding the fiscal impacts of constructing and operating a new branch library in Woodville.

Analysis:

The analysis for the implementation of the Woodville Library consists of reviewing the one-time capital outlay costs and the on-going operational costs.

One-Time Costs

In order to meet the State standard, the Woodville Branch Library should be a 12,000 square foot facility (anticipated population of 20,000 x .6 square feet per person). Assuming a similarly sized facility, the planned Lake Jackson Branch Library served as a comparison for the construction cost estimates. Due to the rising costs of construction, the cost to construct the Woodville Branch Library is projected to be 20% greater than the current estimated cost to construct the Lake Jackson Branch Library. The preliminary estimate to construct the Woodville Branch Library is \$3.7 million. This, however, does not include any funding for the acquisition of land. In addition, there are other one-time costs associated with building a 12,000 square foot branch library. The following is a summary of all one-time costs, not including land.

Total One-Time Costs (Not Including Land)

Facility Construction	\$3,700,000
Furnishing & Shelving	\$390,000
Equipment & Machinery	\$118,000
Wiring & Wireless Technology	\$35,000
Library Collection Materials	\$350,000
Start-Up Operating Expenses	\$100,000
Total One-Time Costs:	\$4,693,000

Annual Costs

Upon completion of the facility, the Woodville Branch Library will also require annual staffing and operating expenses. It is estimated that 10.5 FTE's will be required to operate a 12,000 square foot facility. Based on FY05 salaries and benefits, the total annual personnel costs are estimated to be \$328,000. In addition, there are other annual costs associated with operating a 12,000 square foot branch library. It is estimated that these personnel and operating costs will increase each year by approximately 5%. The following is a summary of all annual costs, not including increases.

Total Annual Costs (Not Including Increases)

Personal Services	\$328,000
Utilities	\$18,500
Custodial Services	\$7,300
Operating Expenses	\$30,000
Library Collection Materials	\$25,000
Total Annual Costs:	\$408,800

The tentative budget includes \$850,000 in the FY05/06 Capital Improvement Program budget towards the construction of the facility. Additional construction funding and operating costs for each subsequent year will be contemplated during the appropriate budget process.

Options:

1. Approve for inclusion in the FY05/06 Capital Improvement Program budget \$850,000 towards the construction of a new branch library in Woodville.
2. Do not approve for inclusion in the FY05/06 Capital Improvement Program budget \$850,000 towards the construction of a new branch library in Woodville.
3. Board Direction.

Recommendation:

Option #1 is included in the tentative budget

Board of County Commissioners

Budget Discussion Item

Date of Meeting: June 14, 2005
Date Submitted: June 8, 2005
To: Honorable Chairman and Members of the Board
From: Parwez Alam, County Administrator *PA*
Alan Rosenzweig, Director, Office of Management & Budget *AR*
Tony Park, Director, Public Works
Subject: Target Area Sewer Projects

Statement of Issue:

To provide staff direction regarding funding for the three Target Water and Sewer Areas as determined in the Interlocal Water and Sewer Agreement.

Background:

The Interlocal Water and Sewer Agreement was approved by the Board on May 10, 2005. Section 3 of the agreement (Attachment #1), established Target Water and Sewer Areas which are "areas in need of water/ or sewer service due to lack of proper utilities or the failure of utilities on which they were developed". The specific geographic areas identified in the Agreement are the Centerville Trace Subdivision, Harbinwood Subdivision, and Woodville Community. Pursuant to the agreement, the City and County agree that the City is not obligated to participate in the development and construction of the water distribution or sewer collection system for the Target Areas, however, the City agrees to plan for or maintain treatment and disposal capacity until a project can be implemented and to participate in the development of the conveyance system to move collected sewers from the project area to the City sewer system.

Analysis:

The following provides a general discussion on the Target Water and Sewer Areas:

Centerville Trace: The Centerville Trace Sewer Project will provide sewer service to approximately 175 homes in the Centerville Trace neighborhood located on Centerville Road south of Interstate 10. This area was originally developed using septic systems which have failed due to soil and groundwater conditions. Groundwater conditions in this area produce many natural springs which indicates that water is coming out of the ground rather than accepting septic field discharges into the ground. The proximity of City sewer service to the area is quite good, and the topography of this area is conducive to the installation of gravity sewers. The City currently provides water service to this target area. The initial study of the area would confirm or identify other means of serving these properties with sewer.

Harbinwood: The Harbinwood Sewer Project will provide sewer service to approximately 1207 homes in the area between North Monroe Street and Lake Jackson surrounding and including the Harbinwood Estates subdivision, the area being generally known as "Harbinwood". This area was originally developed using septic systems which have failed due to soil and groundwater conditions. Steep slopes and soil types in this area are not conducive to the discharge from a septic system being accepted into the ground which is the basis of the function of a septic system. Both the City and Talquin have potential service capabilities for the area in reasonable proximity to the area, and the area water service is provided by Talquin. Due to the topography of the area, it is anticipated that shallow gravity sewers will be utilized. The initial study of the area would confirm or identify other means of serving these properties with sewer.

Woodville Community: The Woodville Sewer Project will provide sewer service approximately 1432 homes or properties located within the Woodville area of Leon County. This area has been developed to date utilizing septic sewer systems due to restrictions on the extension of sanitary sewer systems outside of the Urban Services Area. The flat terrain that comprises this area does not lend itself to gravity sewers and other methods of service may be considered. This area is currently provided with water service by the City. The initial study of the area would identify most efficient and economical means of serving these properties with sewer.

The tentative budget for Fiscal Year 2006 currently provides funding for the engineering studies necessary to further define the actual project to be constructed and associated cost. In light of the Board's desire to move forward with the sewer projects, two funding opportunities exist to implement the findings of the forthcoming engineering studies. Staff has identified the BP2000 Water Quality Program and the Sales Tax Extension as potential funding sources to implement the actual infrastructure needed in the Target Areas.

BP2000 Water Quality Funding

The BP2000 Interlocal Agreement between the City and Leon County provides specific direction regarding the administration of the sales tax extension revenue. Paragraph 10.d (Attachment 2) states that funding for a Water Quality Program, for stormwater and water quality retrofit projects, will be split 50/50 between the City and the County. The total Water Quality Program consists of \$50 million, with the County's share at \$25 million. Receipt of the full \$25 million assumes use in equal increments over a 15 year period. The project schedule may be accelerated to accommodate Board direction. Interest payments are necessary to accomplish this, thereby reducing the County's share by the amount of the interest payment. Table 1 illustrates the County's share of the current BP2000 Water Quality Program as projected to be funded through the sales tax extension.

Agenda Request: Target Area Sewer Project
 June 14, 2005
 Page 3

Table 1: BP2000 Water Quality Program – Sales Tax Extension

	Adopted FY04	Adopted FY05	Planned FY06	Planned FY07	Planned FY08	Project Total
Harbinwood stormwater*	1,363,898	1,000,000	2,000,000			4,363,898
Okeeheepkee/Woodmont Pond	633,000	1,000,000	1,560,000			3,193,000
Killearn Sewer		750,000	4,000,000			4,750,000
Killearn Homeowners Grant			250,000			250,000
Rhoden Cove					2,400,000	2,400,000
Lexington Pond					3,200,000	3,200,000
<u>Retrofit Projects</u>						
Lake Heritage Outfall	180,000					180,000
Lake Munson Dam	250,000	500,000			1,000,000	1,750,000
Lakeshore Estates	250,000					250,000
Sharer Road Outfall	125,000					125,000
Harbinwood (Faulk Drive Pond)	1,475,000					1,475,000
Lake Henrietta Trash Rack				150,000		150,000
Total	4,276,898	3,250,000	7,810,000	150,000	6,600,000	22,086,898

* Harbinwood is estimated to receive \$500,000 from NWFWMD and \$500,000 from the Florida Legislature in addition to the funds planned for FY06.

The Board may wish to consider reallocating current funding dedicated to Rhoden Cove and Lexington Pond towards the Harbinwood Sewer project. Those funds may provide a greater benefit in the Board's effort to address water quality control for Lake Jackson if utilized for the Harbinwood Sewer project. Staff will continue to pursue funding for the Rhoden Cove and Lexington Pond projects through the Army Corp of Engineers.

Sales Tax Extension Funding

In November 2000, Leon County Residents approved a referendum extending the imposition of the one cent local option sales tax beginning FY2004 and continuing for 15 years. The extension of the local option sales tax commits 80% of the revenues generated to Blueprint 2000 projects and will be jointly administered and funded by Leon County and the City of Tallahassee. The remaining 20% will be split evenly between the County and the City.

The County's share was dedicated to be used for projects in the following areas: Stormwater, Transportation, Intersections, Bridges, Sidewalks, Bike Lanes and Bike Paths, and Greenways, Parks, and Recreation. On September 12, 2000 the Board adopted Resolution 00-30 (Attachment #3) establishing a list of projects to be funded with the County's 10% share of the one cent sales tax

extension. Resolution 00-30 was subsequently amended to add additional projects on September 23, 2003 (attachment #4).

Attachment #5 identifies the current programmed use of the sales tax extension monies through the fiscal year 2019. In the current analysis, all funds are utilized through FY 2014. Projected revenue from FY 2015 to 2019 is largely undedicated, resulting in approximately \$20 million of unprogrammed funding. These additional revenues may be allocated towards the cost of implementing sewer programs in the Target Areas.

Pursuant to section (D) of the Resolution, two noticed public hearings are required to significantly amend, delete, replace or add any projects to the approved list.

Options:

1. Direct staff to reallocate a portion of the existing Water Quality Program funds to fund the Target Water and Sewer Areas.
2. Direct staff to program the sales tax extension out year funds to the Target Water and Sewer Areas, and direct staff to schedule two public hearings to amend the current sales tax extension project list.
3. Board Direction

Recommendation:

Board Direction

Attachments:

1. Section 3 of the Interlocal Water and Sewer Agreement.
2. Paragraph 10.d of the BP2000 Interlocal Agreement.
3. September 12, 2000 Board adopted Resolution 00-30.
4. September 23, 2003 Board amended Resolution 00-30.
5. Current programmed use of the sales tax extension.

time of execution of this Agreement and is attached hereto and incorporated as if fully set forth herein. Further, the County does hereby grant unto the City, and the City does hereby accept, an exclusive franchise to provide sewer service to all properties located within the County that are not located within an existing or applied for sewer franchise at the time this Agreement becomes effective. Both the sewer and water service franchises granted herein shall be subject to and contingent upon the terms and conditions contained in this Agreement.

b. Portions of the sewer franchise granted herein are subject to the Tallahassee-Leon County Comprehensive Plan restrictions prohibiting the installation of municipal sewers. The City shall not be obligated to provide service in these areas until such time as amendments are made to the Tallahassee-Leon County Comprehensive Plan, which shall have the effect of partially or completely removing those restrictions.

Section 3. Target Water and Sewer Service Areas.

a. The City and County agree that, within the franchise area granted herein there are specific geographic areas, the Woodville Community, Centerville Trace Subdivision and Harbinwood Subdivisions, hereinafter referred to as Target Areas. It is agreed that these Target Areas are in need of water and/or sewer service due to the lack of proper utilities or the failure of utilities on which they were developed and that these Target Areas will be prioritized for the provision of water and/or sewer services.

b. Target Areas have been identified by the City and County and are attached hereto and incorporated as if fully set forth herein as Exhibit A. Target Areas will be updated annually by the County no later than December 1 of the preceding fiscal year prior to anticipated action by the City.

c. The City and County agree that, at the time that a Target Area is to be provided with water and/or sewer service by others, the City and County will enter into a Target Area Implementation Agreement. Said Implementation Agreement will specify the rights and responsibilities of each party in the provision of the utility service to the Target Area and the terms and conditions of service. The County agrees that the City is not obligated to participate in the development and construction of the water distribution or sewer collection system within the Target Area. The City agrees to provide some or all of the conveyance to or from the Target Area subject to the Implementation Agreement.

d. The City agrees that it will maintain or plan for treatment and disposal capacity to serve the identified Target Areas.

Section 4. Rights and responsibilities of City.

a. The City is responsible for providing water and/or sewer service to all properties located within the franchise area except as provided in this Agreement. City water and/or sewer service to existing developed properties within the franchise area shall be determined on the basis of a site specific evaluation by the City that includes cost feasibility, availability of easements, and other pertinent factors in a manner similar to that used within the City limits.

central drainage ditch, greenways throughout the system and trailhead development.

d. Water Quality Program - Funding for stormwater and water quality retrofit to be split 50/50 between City and County (includes \$10 million for retrofit and drainage improvements in Frenchtown watershed and \$5 million for various County retrofit projects in the urban area previously identified as high priority).

e. Map 7: Phase I-Eastern Leon County groundwater and floodplain protection.

f. Map 6: Lafayette Basin floodplain/greenway land acquisition for future stormwater improvements and greenway connection from Lafayette Heritage Trail to Miccosukee greenway.

g. Map 2B: Widening of Capital Circle SW from Blountstown Hwy. to Springhill Road; includes (Option 1-Realignment; includes ROW, construction, and stormwater for roadway improvements only, and land acquisition for future greenway).

h. Map 2C: Widening of Capital Circle SW from Springhill Road to Crawfordville Road; (includes ROW, construction, and stormwater for roadway improvements only and land acquisition for future greenway).

i. Map 5B: Land acquisition only for greenway linkages between Maclay Gardens, Timberlane Ravine, Goose Pond, and Tom Brown Park.

j. Map 3, Segment 4: Old St. Augustine Branch stormwater improvements (Gamble Street to confluence with Munson Slough).

k. Gaines Street Reconstruction and extension of Jackson Bluff Road (\$17 million).

l. Map 6: Widening of Mahan Drive from Dempsey Mayo Road to I-10, and stormwater improvements for roadway and Lake Lafayette; trail head

**A RESOLUTION IDENTIFYING CAPITAL PROJECTS
TO BE FUNDED FROM THE LEON COUNTY SHARE
OF THE ONE-CENT SALES TAX**

WHEREAS, Leon County, Florida and the City of Tallahassee have agreed to place a sales tax levy on the ballot on November 7, 2000, to address significant community improvements in the areas of transportation, stormwater and water quality, greenways and parks and recreation, and economic development, and

WHEREAS, eighty percent (80%) of the sales tax revenues will fund Blueprint 2000 projects, and the remaining twenty percent (20%) will be split equally between the City of Tallahassee and Leon County on additional projects of importance to the community, and

WHEREAS, the County Commission wishes to inform voters of its plans for the expenditure of the County's share of such funds,

NOW, THEREFORE, be it resolved by the Leon County Board of County Commissioners as follows:

Section 1. Leon County is committed to spend funds for the following list of projects, as approved by the County Commission on July 10, 2000:

A. Priority Sales Tax Projects

County Stormwater Projects

Lafayette Street Reconstruction

Gadsden Street Reconstruction (Gaines to McDaniel)

Upper St. Marks Wetland Preservation

Longwood Subdivision Retrofit

Munson Slough Improvements

Autumn Woods Way Culvert Improvement

County Transportation Projects

* Gaines St Reconstruction Project (\$10.7 million)

Meridian / Franklin - (Franklin/Lafayette to Gaines)

Lafayette St. Reconstruction

Old St. Augustine Rd. Reconstruction (Blair Stone to Cap Cir)

Chaires Cross Road (US 27 north to the RR Crossing)

County Intersection Improvements

Talpeco Road @ US 27 North

Crowder Rd. @ US 27 North

Tram Rd. @ Gaile Rd.

County Bridges, Sidewalks, Bike Lanes, Bike Paths

Bridges

Sidewalks

Bike Lanes

B. Projects Identified For Funding with Addition Sales Tax Proceeds:

Attachment # 3
Page 2 of 3

County Bike Paths

County Stormwater Projects

Project

Harriett Drive Reconstruction
Meridian Road
Crump Road Wetland Construction
Jack Vause Road Stabilization
Jefferson Road Bridge
Miccosukee Road Wetland Construction
Baum Road (North) Elevation
Moccasin Gap Road Elevation
Buck Lake Rd./ Chaires Crossroads Storage Ponds
Buck Lake Road
Old Bainbridge at Homewood
State Road 59 Elevation and Pond Construction
Benjamin Chaires Road Elevation
Baum Road (South) Elevation

County Transportation Projects

Old St. Augustine Rd. (Capital Circle to Southwood Plantatio
Miccosukee Rd. (Capital Circle to Edenfield)

County Intersection Improvements

Miccosukee Rd. @ Cap. Cir. Capital Medical Drive
Miccosukee Rd. @ Fleishmann Rd
Buck Lake Rd. @ Chaires Cross Rd.
Miccosukee Rd. @ Medical Blvd.
Tharpe St. @ Colorado St.
Gadsden St. @ Pensacola St.
Tharpe St. @ Maryellen St.
Tharpe St. @ Trimble St.

County Traffic Calming

Traffic Calming

- C. The list of projects may be amended by the County Commission to reflect changing needs due to unforeseen circumstances or community priorities as determined by the Leon County Commission.

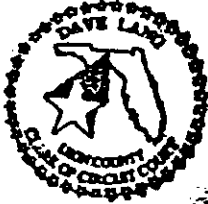
- D. No project identified in this resolution or in the adopting ordinance or interlocal agreement will be significantly amended, deleted, replaced, or added without at least two noticed public hearings.

DULY PASSED AND ADOPTED by the Board of County Commissioners of Leon County,
Florida on this 12th day of September, 2000.

Attachment # 3
Page 3 of 3

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

BY: Jane G. Sauls
Jane G. Sauls, CHAIRMAN



ATTESTED BY:
DAVE LANG, CLERK OF THE COURT

BY: John Stott
John Stott, Chief Deputy Clerk

APPROVED AS TO FORM:
COUNTY ATTORNEY'S OFFICE
LEON COUNTY, FLORIDA

BY: Herbert W.A. Thiele
HERBERT W.A. THIELE, ESQ.
COUNTY ATTORNEY

A RESOLUTION AMENDING CAPITAL PROJECTS TO BE FUNDED
FROM THE LEON COUNTY SHARE OF THE
ONE-CENT SALES TAX

WHEREAS, Resolution 00-30 identifies capital projects to be funded from the Leon County Share of the One-Cent Sales Tax, and

WHEREAS, section (C) of Resolution 00-30 states that the list may be amended by the County Commission to reflect changing needs due to unforeseen circumstances or community priorities as determined by the Leon County Commission, and

WHEREAS, the Leon County Commission has determined that there are community priorities that need to be addressed, and

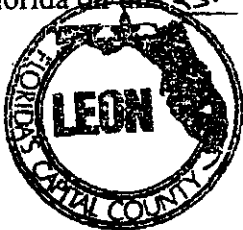
WHEREAS, section (D) of Resolution 00-30 states that no project identified will be significantly amended, deleted, or added without two noticed public hearings, and

NOW, THEREFORE be it resolved by the Leon County Board of County Commissioners that Section 1 of Resolution 00-30 be amended to include the following list of projects:

Greenways and Parks and Recreation Jackson View Park, Woodville Community Park, Woodville Community Center, Alford Arm, Northeast Community Park, Miccosukee Community Center, Miccosukee Greenways, Lake Jackson Community Center, St. Mark's Headwaters Park and Apalachee Regional Park

Stormwater Projects Killearn Acres Flood Mitigation

DULY PASSED AND ADOPTED by the Board of County Commissioners of Leon County, Florida on this 23rd day of September, 2003.



Leon County, Florida

by:

Tony Grippa
Tony Grippa, Chairman

Board of County Commissioners

Attest: Bob Inzer, Clerk of the Court
Leon County, Florida

by:

Approved as to Form:
Leon County Attorney's Office

by:

Herbert W. A. Thiele
Herbert W. A. Thiele, Esq.
County Attorney

Sales Tax Extension Funding

	Adj. FY 2005	Planned FY 2006	Planned FY 2007	Planned FY 2008	Planned FY 2009	Planned FY 2010	Planned FY 2011-2019
Expenditures							
<u>Parks</u>							
Alford Arm Greenway	1,220	-	-	-	-	-	-
Apalachee Pkwy Regional Park	1,000,000	-	-	-	-	-	2,900,000
Capital Cascades Greenway	248,649	-	-	-	150,000	50,000	-
Jackson View Park	200,000	-	-	-	-	-	-
Lake Jackson Community Ctr.	196,051	650,000	-	-	-	-	-
Miccosukee Community Center	38,044	-	-	-	-	-	-
Miccosukee Greenway	14,640	-	-	-	-	-	-
Northeast Community Park	2,000,000	-	-	-	-	-	-
Woodville Community Park	-	-	-	-	-	-	-
Woodville Community Center	647,992	-	-	-	-	-	-
<u>Stormwater</u>							
Gaines to McDaniel	-	-	-	-	-	-	1,000,000
Killearn Acres Flood Mitigation	991,801	337,000	-	-	-	-	-
Lafayette Street Stormwater	-	-	777,260	422,740	-	-	-
Lakeview Bridge	-	-	123,967	376,033	-	-	-
Longwood Subdivision Retrofit	-	-	-	175,000	-	-	-
St. Mark's Headwaters	22,350	-	-	-	-	-	-
<u>Transportation</u>							
Charles Cross Road	-	-	-	1,659,720	2,978,832	3,261,448	-
Gaines Street	-	-	-	-	-	10,700,000	-
Smith Bridge	-	100,000	25,000	-	150,000	118,538	481,462
<u>Sidewalks and Bike Trails</u>							
Community Safety and Mobility*	500,000	500,000	500,000	500,000	500,000	500,000	6,500,000
<u>Repayments**</u>							
County Adv. Funding Repayment	-	1,775,000	2,065,482	500,000	-	-	-
Repayment of Gaines St w/ Interest	-	-	-	-	-	-	11,930,228
Total	5,860,747	3,362,000	3,491,709	3,633,493	3,778,832	14,629,986	22,811,690
Available For Sewer Projects							20,442,152

*Assumes \$750,000 per fiscal year beginning in FY12.

**Due to cash flow needs, short term borrowing is necessary to accomplish projects within necessary timeframe.

Board of County Commissioners

Budget Discussion Item

Date of Meeting: June 14, 2005
Date Submitted: June 8, 2005
To: Honorable Chairman and Members of the Board
From: Parwez Alam, County Administrator *PA*
Alan Rosenzweig, Director, Office of Management and Budget *NR*
Subject: Preliminary Funding for the Establishment of a Sheriff Work Camp

Statement of Issue:

This item seeks Board consideration of providing \$600,000 towards the establishment of a Sheriff's Work Camp.

Background:

During the May 24, 2005 Workshop on Leon County Jail issues, the Board and the Sheriff discussed the concept of a Work Camp to potentially address long term issues related to jail population management. The Board requested the Sheriff pursue the development of this concept.

Analysis:

The Sheriff's Office is still in the very preliminary stages of gathering information related to the development of the Work Camp concept. A number of items need to be addressed including location, size of the facility, appropriate staffing levels, etc. However, even at this point in the process it is not unreasonable to begin setting aside funds for initial construction.

In addition, upon completion of the construction, revenues will need to be identified to provide ongoing operational costs. Escambia County's farm program houses approximately 200 inmates with a 30 officers assigned to the program. Assuming Leon County started with a target of 100 inmates, the annual salaries and benefits would be at least \$1.0 million annually to operate the work camp.

Staff recommends establishing \$600,000 in the FY05/06 budget towards the Work Camp.

Options:

1. Include \$600,000 in the FY05/06 Budget towards a Sheriff Work Camp.
2. Do not include \$600,000 in the FY05/06 Budget towards a Sheriff Work Camp.
3. Board direction.

Recommendation:

Option 1 is included in the tentative budget



Board of County Commissioners

Budget Discussion Item

Date of Meeting: June 14, 2005

Date Submitted: June 8, 2005

To: Honorable Chairman and Members of the Board

From: Parwez Alam, County Administrator 
 Alan Rosenzweig, Director, Office of Management and Budget 

Subject: Non-Departmental Requests for the 2005/2006 Fiscal Year

Issue

Consideration of permanent line item funding for the 2005/2006 Fiscal Year.

Background

The FY 2005/06 request for non-departmental funding is \$1,953,851. This is an increase of 10% over the FY 2004/05 allocation (\$1,779,312) and a 201% increase over the FY 2001/02 allocation (\$649,500). Table 1 shows the annual amount of non-departmental funds allocated from FY 2001/2002 and the current request. Attachment #1 reflects a detailed breakdown of agency funding for the same time period.

Table 1. Allocation of Non-Departmental Funding, 2001 to 2006

Fiscal Year	\$ Amount Allocated	Difference from Previous Year		Cumulative Increase	
		\$	%	\$	%
2001-2002	\$649,500	-	-	-	-
2002-2003	874,000	\$224,500	35%	\$224,500	35%
2003-2004	991,636	117,636	13%	342,136	53%
2004-2005	1,779,312	787,676	79%	1,129,812	174%
2005-2006	\$1,953,851*	\$174,539	10%	\$1,304,351	201%

*requested

The funding requests fall into three general categories, festivals and events, payment for specific services from agencies not otherwise provided by County government, and aid to human service agencies. Table 2 shows the funding for the past four years by category and the current request.

Table 2. Allocation of Non-Departmental Funding by Category, 2001 to 2006

Category	01/02 Funded	02/03 Funded	03/04 Funded	04/05 Funded	05/06 Requested
Festivals and Events	\$4,500	\$4,500	\$4,500	\$9,500	\$9,500
Outside Service Agencies	605,000	779,500	947,136	1,107,312	1,396,352
Human Service Agencies	40,000	90,000	40,000	460,000	548,000
Total	\$649,500	\$874,000	\$991,636	\$1,779,312	\$1,953,851

Currently, the Board has three policies concerning the allocation of non-departmental funds. These are:

- Policy No. 93-44, Fiscal Planning (Attachment #2), requires that prior to March 1st, the Board of County Commissioners will confirm the list of permanent line item funded agencies that can submit applications for funding during the current budget cycle.
- Policy No. 00-4, Human Service Requests for Discretionary Funding (Attachment #3), calls for all requests for funding which can legitimately be planned for must be made through the normal budget cycle and that all such requests that are approved be funded from the Commissioners Discretionary Account.
- Policy No. 05-1, Midyear Funding Request Account (Attachment #4), states that agencies or groups eligible for Community Human Service Partnership (CHSP) will not be eligible for funding under this policy.

Analysis

1. Festivals and Events

Leon County has traditionally assisted in the funding of small festivals and events. The three for which funding is requested this year are Celebrate America, Celtic Festival and Dr. Martin Luther King Day, totaling \$9,500 in requests. This type of request does not require a written application, just a directive from the Commission to fund. Once the County receives an invoice, a check for the entire amount is sent. Table 3 shows the funding for festivals and events by program for the current fiscal year as well as the request for the upcoming fiscal year. Status quo funding is recommended for this category for the 2005/06 fiscal year.

Table 3. Non-Departmental Funding – Festivals and Events

Agency	04/05 Funded	05/06 Request	Recommended	CHSP Eligible
Celebrate America	\$2,500	\$2,500	\$2,500	no
Celtic Festival	5,000	5,000	5,000	no
Dr. Martin Luther King Day	2,000	2,000	2,000	no
Total	\$9,500	\$9,500	\$9,500	

2. Outside Service Agencies

The second category is agencies that supply services to Leon County residents that are not otherwise provided by the County. Agencies that fall into this category are the Apalachee Regional Planning Council, Cultural Resource Commission, Economic Development Council, DISC Village, Keep Tallahassee/Leon County Beautiful, Tallahassee Senior Citizens Foundation, San Luis Mission site (economic development), St. Francis Wildlife Association and the Tallahassee Trust for Historic Preservation. Table 4 shows the funding for outside service agencies by program for the current fiscal year as well as the request for the upcoming fiscal year. A description of each of these agencies/programs can be seen in Attachment #5.

Status quo funding is recommended for all agencies in this category with the exception of the St. Francis Wildlife Foundation and the Tallahassee Senior Citizen Foundation. The proposed increase for the St. Francis Wildlife Foundation will allow the organization to continue to provide wildlife rescue and nuisance animal control services for Leon County 24 hour a day, 365 days a year. Previous funding was adequate for one full time employee that provided service in 90% of the calls (with volunteers responding to the remaining 10%). The increased funding would be used to hire additional assistance. The increase requested by the Tallahassee Senior Citizen Foundation is necessary to fully staff the Leon County Positive Aging Community Project, a program that has created mini senior centers in the rural unincorporated communities of Leon County.

Table 4. Non-Departmental Funding – Outside Service Agencies

Agency	04/05 Funded	05/06 Request	Recommended	CHSP Eligible
Apalachee Regional Planning Council	\$5,000	\$5,000	\$5,000	no
Cultural Resource Comm – Art Agency	165,000	240,000	165,000	no
Cultural Resource Comm. – Grants	407,000	482,000	407,000	no
Economic Development Council	210,000	210,000	210,000*	no
DISC Village	107,000	110,500	107,000	no
Keep Tall/Leon Co. Beautiful	15,000	20,000	15,000	no
San Luis Mission**	0	50,000	50,000	no
St. Francis Wildlife Foundation	30,000	75,000	45,000	no
Tallahassee Senior Citizen Foundation	105,812	141,351	141,351	no
Tallahassee Trust - Historic Preservation	62,500	62,500	62,500	no
Total	\$1,107,312	\$1,396,352	\$1,207,851	

*To be discussed under a separate Budget Discussion Item.

**First annual payment of a \$150,000 allocation to San Luis Mission approved by the Board on 3/22/2005.

3. Human Services

The third category is human service agencies. Agencies that fall into this category are Big Brothers/Big Sisters, HOPE Community, Legal Aid Foundation, Legal Services of North Florida and Mothers in Crisis.

These requests can be further divided into programs, which are eligible for Community Human Services Partnership (CHSP) funding and capital expenses, which are not CHSP eligible. Only the funding of programs benefiting low to moderate income residents of Leon County are eligible for CHSP funding.

Since the development of the CHSP process, the Board has traditionally utilized it to allocate human service program funds, similar to the distribution of funds to art agencies through the Cultural Resource Commission process. Prior to the development of the CHSP process, human service agencies sought funding for their projects and programs by individually approaching the three major sources of funding, Leon County, the City of Tallahassee and the United Way of the Big Bend. At times the review of the request could be cursory, based upon the availability of staff time and the information supplied to

the potential funding agency. By utilizing a common application, the process became simpler for the agencies involved (one application instead of three). It also prevented duplication of services and requires a much greater effort to cooperate among the various service providers. The process engaged qualified citizen volunteers from the community to perform an in-depth review of the applications, including site visits to the agencies, before developing recommendations that go to the appropriate governing bodies for action.

For the upcoming fiscal year, the County has allocated \$671,000 (plus \$67,000 for structural emergencies) to the CHSP process. In the 2005/06 CHSP cycle, 65 agencies have requested approximately \$7.1 million for 120 programs. With \$4.7 million available from the County/City/United Way for this cycle, there is a shortfall of \$2.4 million. It is also important to note that the City of Tallahassee does not fund human service agency programs outside of the CHSP process. In the 2005/06 requests, the non-departmental operating programs for which funding is sought are all CHSP eligible. Unlike the funding requests for rehabilitation/construction, these requests, once funded, will become an annual allocation, necessary to maintain the program. Table 5 shows funding history for human service agencies for the current fiscal year as well as the request for the upcoming fiscal year. A description of each of these agencies/programs can be seen in Attachment #6.

Table 5. Non-Departmental Funding – Human Service Agencies

Agency	04/05 Funded	05/06 Request	Recommended	CHSP Eligible
Big Brothers/Big Sisters	\$0	\$25,000	\$25,000	no
HOPE Community	220,000	212,000	0	no
Legal Aid – Services Indigent citizens	0	23,000	0	yes
Legal Aid – Guardian Program	0	33,000	0	yes
Legal Services – Team Child	45,000	90,000	0	yes
Legal Services – Low Income Families	40,000	40,000	40,000	yes
Mothers in Crisis	0	50,000	0	yes
Total	\$315,000	\$473,000	\$65,000	

In this category, funding for agencies eligible for CHSP funding is not recommended with one exception. The County has a long tradition of funding legal assistance for low income families provided by Legal Services of North Florida and continuation funding is recommended for this program.

Funding for the HOPE Community is not recommended. In the request for the current year funding (Attachment #7), \$260,000 was requested and the estimated cost of the building was \$330,000. The Board allocated \$260,000 with \$40,000 going to the Shelter and the remainder to the HOPE Community. It was also noted that other public and private monies would be sought for the remainder of the construction costs.

Conclusion

The Non-Departmental funding allocated by the Board has gone from \$649,000 in the 2001/02 Fiscal year, to the current request of \$1,953,851, an increase of over 200% or an average increase of 40% annually over the past five years. This rate of growth is not sustainable and, as opposed to allowing this growth to continue, staff recommends the following:

1. The Board should develop a fund consisting of a base amount of \$1,072,351 (recommendation for the 2005/06 fiscal year, excluding EDC funding) with an annual increase tied to the lesser of either the Consumer Price Index (CPI) or 5%.
2. Amend Policy No. 00-4 to state that programs eligible for CHSP funding shall only be funding through either the CHSP process or the Commissioners Discretionary Account.
3. Amend Policy No. 00-4 to state that human service agency projects not eligible for CHSP funding shall only go through the non-departmental request process or the emergency funds for CHSP agencies as adopted by the Board on November 30, 2004.
4. Develop a policy for the distribution of the emergency repair funds for CHSP agencies.

For agencies requesting funding for festivals or events, staff recommends the following:

5. The agency submits documentation on how the funds are to be expended and how the County is acknowledged for its contribution (i.e., listed in a program, banner, etc.). Some agencies, such as the Florida Department of State require that the Department is acknowledged in any printed information if their funds are used.

Two additional issues related specifically to funded agencies need to also be addressed. Staff recommends the following:

6. The County is required by Florida Statute to pay the membership fee for the Apalachee Regional Planning Council. This payment should be done automatically as opposed to going through the non-departmental request process.
7. Direct the Leon County Animal Control Department to manage the Saint Francis Wildlife Association contract. Animal Control recommends quarterly activities reports that separate the pickup from incorporated/unincorporated areas and field pickups from pickups at veterinarian offices.

Options

1. Incorporate the following funding recommendations into the 2005/2006 Leon County Budget totaling \$1,072,351:
 - a) Celebrate America - \$2,500
 - b) Celtic Festival - \$5,000
 - c) Dr. Martin Luther King Day - \$2,000
 - d) Apalachee Regional Planning Council - \$5,000
 - e) Cultural Resource Commission – Art Agency - \$165,000
 - f) Cultural Resource Commission – Grants - \$407,000
 - g) DISC Village – \$107,000
 - h) Keep Tall/Leon Co. Beautiful - \$15,000
 - i) San Luis Mission - \$50,000
 - j) St. Francis Wildlife Foundation - \$45,000
 - k) Tallahassee Senior Citizen Foundation - \$141,351
 - l) Tallahassee Trust - Historic Preservation - \$62,500
 - m) Big Brothers/Big Sisters - \$25,000
 - n) Legal Services – Low Income Families - \$40,000
2. Adopt a base amount of \$1,072,351 (the 2005/06 recommended) for non-departmental funding with an annual increase tied to lesser of the Consumer Price Index (CPI) or 5%, plus any amount allocated to the Economic Development Council for the upcoming fiscal year.
3. Amend Policy No. 00-4 to state that programs eligible for CHSP funding shall only be funded through either the CHSP process or the Commissioners Discretionary Account. Human service agency projects not eligible for CHSP funding shall go through the non-departmental request process or the emergency funds for CHSP agencies as adopted by the Board on November 30, 2004.
4. Develop a policy for the distribution of emergency repair funds for CHSP agencies.
5. Require agencies requesting funding for a festival or event submit documentation on how the funds are to be expended and how the County is acknowledged for its contribution (i.e., listed in a program, banner, etc.).
6. Move the funding for the Apalachee Regional Planning Council to the Membership account under Administration.
7. Direct the Leon County Animal Control Department to manage the Saint Francis Wildlife Association contract. Require quarterly activities reports that separated the pickup from incorporated/unincorporated areas and field pickups from pickups at veterinarian offices.
8. Board Direction

Recommendations

Options #1 though #7; funding for option #1 is included in the tentative budget

Attachments

- #1 - Detailed breakdown of agency funding – 2001 to 2006
- #2 - Leon County Policy 93-44, Fiscal Planning
- #3 - Leon County Policy 00-4, Human services Request for Discretionary Funding
- #4 - Leon County Policy 05-1, Midyear Funding Request Account
- #5 - Description of Outside Service Agencies
- #6 - Description of Human Service Agencies
- # - 2004/05 request for funding, HOPE Community

PA/AR/DAL

FY 05-06 Non-Operating Line Item Funding (001-888)

Agency	01/02 \$	02/03 \$	03/04 \$	04/05 \$	Requested	05/06 Recommended
Apalachee Reg. Pl. Council	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Big Brothers/Big Sisters	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 25,000
Boys and Girls Club	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -
Celebrate America	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Celtic Festival	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
CRC - Grant Program (1)	\$ 145,000	\$ 147,000	\$ 147,000	\$ 407,000	\$ 482,000	\$ 407,000
CRC - Local Arts Agency	\$ 50,000	\$ 50,000	\$ 125,000	\$ 165,000	\$ 240,000	\$ 165,000
DISC Village	\$ -	\$ 37,500	\$ 75,000	\$ 107,000	\$ 110,500	\$ 107,000
Dr. MLK Day	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Economic Develop. Council	\$ 175,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000
HOPE Community(2)	\$ -	\$ -	\$ -	\$ 220,000	\$ 212,000	\$ -
Keep Tall/Leon Beautiful	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 20,000	\$ 15,000
Legal Aid - LAGP	\$ -	\$ -	\$ -	\$ -	\$ 33,000	\$ -
Legal Aid	\$ -	\$ -	\$ -	\$ -	\$ 23,000	\$ -
Legal Services/NF (3)	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
LS/NF - Team Child	\$ -	\$ -	\$ -	\$ 45,000	\$ 90,000	\$ -
Mary Brogan Museum	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -
Mission San Luis(4)	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
Mothers in Crisis	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -
Riley House	\$ -	\$ -	\$ -	\$ 105,000	\$ -	\$ -
Senior Citizens Foundation	\$ -	\$ 50,000	\$ 75,136	\$ 105,812	\$ 141,351	\$ 141,351
Shelter	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -
St Francis Wildlife Assoc.	\$ 25,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 75,000	\$ 45,000
Tall. Comm. College	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ -
Tallahassee Museum	\$ -	\$ 50,000	\$ 60,000	\$ -	\$ -	\$ -
Tallahassee Trust	\$ 55,000	\$ 55,000	\$ 55,000	\$ 62,500	\$ 62,500	\$ 62,500
Total	\$ 649,500	\$ 874,000	\$ 991,636	\$ 1,779,312	\$ 1,953,851	\$ 1,282,351
% Change from previous yr.		35%	13%	79%	10%	

- (1) 04/05 allocation includes \$60,000 to the Tallahassee Museum of History and \$150,000 to the Mary Brogan Museum
- (2) 05/06 request for \$12,000 is for startup costs for Womens Dorm.
- (3) Article V requires funding equitable to prior year funding - \$110,000, not shown in this table
- (4) First annual payment of a \$150,000 allocation to San Luis

Board of County Commissioners
Leon County, Florida

Policy No. 93-44

Title: Fiscal Planning
Date Adopted: November 16, 2004
Effective Date: November 16, 2004
Reference: N/A
Policy Superseded: Policy 93-44, adopted 8/10/93; Policy No. 92-3, "Fiscal Planning,"
adopted 3/10/92

It shall be the policy of the Board of County Commissioners of Leon County, Florida that:

Policy No. 93-44, adopted by the Board of County Commissioners on August 10, 1993, is hereby superseded, and a revised policy is hereby adopted in its place, to wit:

The County will establish fiscal planning practices to:

1. Provide that the annual operating and capital budget for Leon County shall be developed in conformity with the Tallahassee-Leon County Comprehensive Plan by the Office of Management and Budget, under the advisement of the County Administrator and adopted as provided in State law by a majority vote of the Board of County Commissioners presiding in a public hearing.
2. Provide for the development and annual review of a capital improvement budget. This budget shall contain a 5-year plan for acquisition and improvement of capital investments in the areas of facilities, transportation, equipment and drainage. This budget shall be coordinated with the annual operating budget.
3. Provide that the Board of County Commissioners will continue to reflect fiscal restraint through the development of the annual budget. In instances of forthcoming deficits, the Board will either decrease appropriations or increase revenues.
4. Provide that the County will strive to better utilize its resources through the use of productivity and efficiency enhancements while at the same time noting that the costs of such enhancements should not exceed the expected benefits.
5. Provide that expenditures which support existing capital investments and mandated service programs will be prioritized over those other supporting activities or non-mandated service programs.

Fiscal Planning
Policy No. 93-44

6. Provide that the County Administrator shall be designated Budget Officer for Leon County and will carry out the duties as set forth in Ch.129, F.S.
7. Provide that the responsibility for the establishment and daily monitoring of the County's accounting system(s), shall lie with the Finance Division of the Clerk of the Circuit Court, and that the oversight of investment and debt management for the government of Leon County shall lie with the Board of County Commissioners.
8. Annually, prior to March 1, the Board of County Commissioners will:
 - A. Establish a budget calendar for the annual budget cycle.
 - B. Confirm the list of permanent line item funded agencies that can submit applications for funding during the current budget cycle.
 - C. Provide direction to staff on additional appropriation requests that should be considered as part of the tentative budget development process.
9. Provide that this policy shall be reviewed annually by the Board of County Commissioners to ensure its consistency and viability with respect to the objectives of the Board and its applicability to current state law and financial trends.

Board of County Commissioners
Leon County, Florida

9.07.2

Policy No. 00-4

Title: Human Service Requests for Discretionary Funding
Date Adopted: February 29, 2000
Effective Date: February 29, 2000
Reference: N/A
Policy Superseded: Policy No. 99-4, "Mid-Fiscal Year Funding Requests from Outside Agencies," November 23, 1999

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Policy No. 99-4 "Mid-Fiscal Year Funding Requests for Outside Agencies," adopted by the Board of County Commissioners on November 23, 1999, is hereby repealed and superseded, and a new policy is hereby adopted in its place, to wit:

Human Service Request for Discretionary Funding

1. Board Intent

- a. All requests for funding which can legitimately be planned for must be made through the normal budget cycle.
- b. The initial disposition of the Board will be to disapprove or delay all requests made outside the normal budget cycle.
- c. The full impact of any request on the present and future resources of the County must be disclosed.
- d. No requests for funding during the fiscal year may come directly to the Board without prior administrative review as specified in this policy.

2. Procedures

The following procedures shall govern all funding requests made during the fiscal year outside the normal budget cycle:

- a. Outside agencies or individuals requesting funding from the Board of County Commissioners any time during the fiscal year shall first submit their requests in writing to the County Administrator.
- b. The County Administrator is authorized to develop forms and procedures to be used by

outside agencies or individuals.

- c. All request will be brought to the Board for consideration at a regularly scheduled meeting.
- d. Requests approved by the Board will be funded from the Commissioner's Discretionary Account.
- e. In the case where funding has been exhausted in the Commissioner's Discretionary Account, all requests will be denied at the staff level, and the Board will be notified via inter-office memorandum.

3. Evaluation Criteria

All funding requests will be evaluated and funded at the discretion of the Board.

4. Exceptions

- a. Mid-year requests from athletic teams or similar organizations for funding from the Board's Youth Sports Team Fund are exempt from this policy.

Board of County Commissioners
Leon County, Florida

Policy No. 05-1

Title: Midyear Funding Request Account
Date Adopted: March 22, 2005
Effective Date: March 23, 2005
Reference: NA
Policy Superseded: NA

It shall be the policy of the Board of County Commissioners of Leon County that a new policy entitled "Midyear Funding Request Account" is hereby adopted, to wit:

This policy will govern the expenditures of the Midyear Funding Request Account and provide the Board a maximum amount of funding available, thereby eliminating the use of the General Fund Contingency for such purposes. The criteria is as follows:

Use of Midyear Funding Request Account

- 1) Funds for this purpose are subject to annual appropriation.
- 2) Criteria for agencies eligible for funding are as follows:
 - a. Agencies or groups eligible for Cultural Resources Commission (CRC) *will not* be eligible for funding under this policy
 - b. Agencies or groups eligible for Community Human Service Partnership (CHSP) *will not* be eligible for funding under this policy
 - c. Agencies or groups eligible for the County's Youth Athletic Scholarship Program *will not* be eligible for funding under this policy
- 3) The Board of County Commissioners can authorize expenditures be made from this account as part of a regular Commission meeting.
- 4) In the event the Board does not meet in a timely manner, as it relates to the agencies request, the County Administrator will have the authority to appropriate expenditures from this account on behalf of the Board.

The following is a brief description of the agency requests in the Outside Service Agency category:

Apalachee Regional Planning Council - Requested \$5,000, Recommended \$5,000

Leon County is required by Florida Statute and Florida Administrative Code to pay a membership fee to the ARPC. This is a set fee for all counties, and is the same as last year's request. This program is not eligible for CHSP funding. Continuation funding from the County will be requested next year.

Cultural Resource Commission – Total Requested \$722,000, Total Recommended \$572,000

- Designated Art Agency – Requested \$240,000, recommending \$165,000. This a requested increase of \$75,000 from the current fiscal year to fund 2 new positions (Educational Coordinator and Grants Specialist). This agency is not eligible to receive CHSP funding. Continuation funding from the County will be requested next year. In the newly released proposed City of Tallahassee budget, it is proposed to fund general administration at \$49,919, the cultural grant administration at \$72,930, and the Cultural Plan (Economic Development) at \$0.
- Cultural Grant Program – Requested \$482,000, recommending \$407,000. This is a requested increase of \$75,000 from the current fiscal year to increase the size of the County Arts Grant Pool managed by the CRC. This allocation was increased from \$147,000 in FY 2003/04 to \$407,000 in 2004/2005 to allow the funding of the Mary Brogan Museum and the Tallahassee Museum of History and Natural Science. This agency is not eligible to receive CHSP funding. Continuation funding will be requested next year. In the newly released proposed City of Tallahassee budget, this item is proposed for funding of \$622,209, with \$225,000 designated for the Mary Brogan Museum and \$25,000 to the Tallahassee Museum of History and Natural Sciences.

Economic Development Council. Requested - \$210,000

This item will be discussed under a separate agenda item.

DISC Village. Requested – Requested \$110,500, Recommended - \$107,000

This is a requested increase of \$3,500 from the current fiscal year to address increased costs in the Juvenile Assessment Center (JAC). This funding supports the Booking Unit (Correctional Officers). When a juvenile is arrested, they are taken to the JAC as opposed to the Jail. These officers take custody of the juveniles from the law enforcement officers and process them through the system. Although DISC village has some programs funded through the CHSP process (substance abuse - adult services), this particular activity is not eligible for CHSP funding. Continuation funding will be requested next year. In the newly released proposed City of Tallahassee budget, this item is proposed for funding of \$50,000.

Keep Tallahassee/Leon County Beautiful - Requested \$20,000, Recommended \$15,000

This is a requested increase of \$5,000 from the current fiscal year to address increased compensation and operating expenses. This program provides beautification/cleanup projects, primarily focusing on neighborhoods, businesses, schools and lake shore areas. This program is not eligible for CHSP and continuation funding would be requested next year. This program does not receive City of Tallahassee funding.

San Luis Mission - Requested \$150,000 over 3 years (NEW)

This funding was approved by the Board at meeting their regular meeting of 3/22/05. This funding will be used to match a National Endowment for the Humanities Grant. This program is not CHSP eligible. In the newly released proposed City of Tallahassee budget, this item is proposed for funding of \$33,334.

St. Francis Wildlife Association - Requested \$75,000, Recommending \$45,000

This is a requested increase of \$50,000 from the current fiscal year to add a second paid position. This agency provides wildlife rescue and nuisance control for Leon County 24 hrs, 7 days a week for 265 days annually. Previous funding was sufficient for one paid employee who provided 90% of the services (with 10% provided by volunteers). To maintain an acceptable level of service, a second position is requested. The Florida Department of Game and Fish offers some services for nuisance wildlife, but in a very limited scope. Leon County Animal Control handles domestic animals and rabies suspects (foxes, bats, bobcats, raccoons and skunks), but no other wildlife. If funded, Animal Control recommends quarterly activities reports that separated the pickup from incorporated/unincorporated areas and field pickups from pickups at veterinarian offices. This program is not CHSP eligible and continuation funding would be requested next year. In the newly released proposed City of Tallahassee budget, this item is proposed for funding of \$25,375.

Tallahassee Senior Citizens Foundation - Requested \$141,951, Recommended \$141,951

This is a requested increase of \$35,539 from the current fiscal year to pay for additional personnel needed to staff the senior centers in the rural, unincorporated communities of Leon County. The Senior Outreach Program provides outreach services to senior citizens in the rural areas of Leon County. The program is not CHSP eligible and continuation funding will be requested next year. Although the City of Tallahassee does not contribute directly to this program, they contribute in-kind through salaries, office space, utilities and other operating expenses.

Tallahassee Trust for Historic Preservation - Requested \$62,500, Recommended \$62,500

No increase requested this year. The Tallahassee Trust for Historic Preservation provides comprehensive historic preservation services for Leon County, including the staffing of the Architectural Review Board. This program is not CHSP eligible and continuation funding will be requested next year. In the newly released proposed City of Tallahassee budget, this item is proposed for funding of \$92,500.

The following is a brief description of the agency requests in the Human Services category:

Big Brothers/Big Sisters (NEW) - Requested \$100,000 over 4 years, Recommended \$25,000 for 2005/2006 FY

This is a new request for funding to aid in the rehabilitation of their new building on Tennessee Street. The initial request will be used to pay for roof repairs (\$7,000), duct work (\$5,200), repair of wood rot (\$8,000), dangerous tree removal (\$1,200) and miscellaneous small repairs (\$3,600). Recommend that the contract state for repair/rehabilitation only, not for debt service. Since this is a capital project, these activities are not eligible for CHSP.

HOPE Community (Tallahassee Coalition for the Homeless) - Requested, \$212,000 Recommended \$0

This is a decrease of \$8,000 from the \$220,000 received in the current fiscal year. The request is for \$200,000 to complete construction of the Women's Dorm and \$12,000 for start up costs. Currently single women are housed in a wing of the Family dorm, completed last year. The Women's Dorm is "dried in", basically a shell. The cost to complete has risen substantially from last year's estimate of \$356,000 (to \$420,000) due to a large increase in materials cause by the numerous hurricanes suffered by Florida last year. The Budget discussion Item from the September 14, 2004 Commission meeting states that "other public and private monies are being sought for the remainder of the construction costs". The \$12,000 request is for material such as bed, linens, washer/dryers, common area seating and personnel. The application states the future funds for operations will be sought through the CHSP process. Since this is a capital project, these activities are not eligible for CHSP.

Legal Aid Foundation (NEW) - Total Requested \$56,000, Total Recommended \$0

- Legal Services to Indigent Citizens - Requested \$23,000, recommending \$0. New funding for an existing program. Because the City of Tallahassee will not fund human service agencies outside the CHSP process, city funding has not been requested. This program receives funding through the CHSP process (\$18,000 in current fiscal year). Continuation funding would be requested next year.
- Legal Aid Guardian Program - Requested \$33,000, recommending \$0. Created in 2004 when the State of Florida Guardian Ad Litem Program eliminated advocacy services for children in family law cases not involving dependency. Because the City of Tallahassee will not fund human service agencies outside the CHSP process, city funding has not been requested. Leon County is the sole agency from whom funds have been requested. Continuation funding will be requested next year.

Legal Services of North Florida - Total Requested \$130,000, Total Recommended \$40,000

1. Team Child Program - Requested \$90,000, recommending \$0. A requested increase of \$45,000 from the current fiscal year. Overall budget has only increase

by \$35,000, but shows an elimination of City of Tallahassee funding (\$20,000 from a grant – City will not use General Revenue to fund a human service program other than through the CHSP process) and a 50% decrease in contributions/special events (from \$40,000 to \$20,000). Also of concern, 30% of the listed clients are in Gadsden County. Gadsden County does contribute approximately \$9,000 to Legal Services for general operations. This program is eligible for CHSP funding (funding of \$25,000 has been requested in the 2005/06 cycle of the CHSP). Continuation funding will be requested next year.

2. Legal Representation for Low-income Families – Requested \$40,000, recommending \$40,000. By law, the County is required to fund legal services at the level at which they were funded last year (\$110,000) through court fees. The total request of \$150,000 therefore reflects the \$110,000, plus an additional \$40,000, the amount that Legal Services received through this process last year. This is the funding equal to that received by the agencies prior to Article V. This program receives funding through the CHSP process (\$18,399 in current fiscal year). Continuation funding to be requested next year.

Mothers In Crisis (NEW) – Requested \$50,000, Recommended \$0

New request for funding to support a pilot program servicing former women inmates of the Leon County Jail upon their release back into society. Because the City of Tallahassee will not fund human service agencies outside the CHSP process, city funding has not been requested. The agencies other programs receive fund through the CHSP process (\$78,704 in current fiscal year) and this program is also CHSP eligible. Continuation funding to be requested next year.



The Tallahassee
Coalition for the Homeless

Attachment # 7
Page 1 of 3

2729 West Pensacola Street
P.O. Box 226 Tallahassee, Florida 32302
Phone: (850) 576-5566 Fax: (850) 577-0586

July 27, 2004

Mr. Parwez Alam
Office of Leon County Commissioners
301 S. Monroe Street
Tallahassee, FL 32301

Dear Mr. Alam,

Enclosed is a proposal to the Leon County Board of County Commissioners to fund \$260,000 for the women's dorm at HOPE Community. HOPE stands for Housing Opportunities and Personal Empowerment, and will be the first comprehensive homeless service center in our area. HOPE will offer transitional housing and supportive services for 164 homeless men, women and children in a setting that encourages responsibility and offers the opportunity for independence and self-sufficiency. Success will be measured by the number of residents who achieve long-term housing stability and increased income levels through job stability or access to mainstream resources such as Social Security or VA pensions.

To date, the Tallahassee Coalition for the Homeless, Inc. has raised over \$3.2 million which will enable us to do the site work and build the Family Dorm, Men's Dorm and Cafeteria. It is estimated to cost \$330,000 to build the women's dorm, which will house 32 homeless single women for up to six months.

Thank you for your consideration of this request, and please contact us if you need additional information.

Sincerely,

Kay Freeman
Executive Director

Overview

The Mission of the Tallahassee Coalition for the Homeless is to be the leader of a compassionate, community partnership dedicated to coordinating resources that empower the homeless. To that end, we are developing the first comprehensive homeless service center in our area. It will be called HOPE Community, for Housing Opportunities and Personal Empowerment. We are requesting funds from the Leon County Board of County Commissioners to build the women's dorm for 32 women we will serve.

History

The Tallahassee Coalition for the Homeless, Inc. (TCH) has been in existence since 1985, and is a registered 501(c)(3) organization. Our primary goals were to coordinate services for people experiencing homelessness, educate the public and advocate for increased rights for homeless people and funding for service providers. In the 1990's, HUD began dispersing funds for supportive housing programs through local coalitions, at which time we expanded to be able to disperse federal funds to local providers. The State of Florida has since followed that model and TCH administers six grants to local social service providers annually, totaling over \$1.3 million.

Part of our mission is to identify gaps in service provision for people experiencing homelessness, and advocate for additional services to fill those gaps. We identified the need for a "one-stop shop" for clients to be able to access a seamless array of services to address the needs of people who are homeless. No other service providers were able to take on such a monumental task, and so TCH began the planning for HOPE Community.

Project Goals:

HOPE Community will serve persons experiencing homelessness with a high-quality, comprehensive seamless array of services and housing. HOPE will provide housing and supportive service for homeless men, women, and children in a setting that encourages responsibility and offers the opportunity for independence and self-sufficiency in a challenging and dignified manner.

Our clients will receive optimum levels of services and housing to help them achieve self-sufficiency. HOPE Community will serve as a single location that will provide a multitude of services needed to help individuals and families move from homelessness to independent living. These services will include:

- Separate dorms for families, women and men
- Counseling and case management
- Job training and employment listings

- Access to mainstream resources and other social service benefits
- Parenting and child resource center
- Developmentally appropriate play and learning areas for children
- Kitchen and dining area, which will also serve as a job training site
- Medical triage and clinic
- Secure, campus-like environment

The dorms will have 64 beds for families, 32 beds for single women, and 72 beds for single men. By creating an environment that will pool and coordinate resources, we will be able to help families and individuals end their cycles of homelessness, not just treat the symptoms. Long-term success will be measured by the number of residents who achieve housing stability and increased income levels through job stability or access to mainstream resources such as Social Security or VA pensions.

Tallahassee and Leon County will also gain considerably by supporting HOPE Community. By moving people through HOPE Community and making them tax payers instead of tax consumers, our community can have an estimated economic gain *per year of operation* of \$ 24,662,840 (Freeman and Crook, 2004, *Economic Impact of Homelessness on Tallahassee, Florida*). This estimate of economic gain includes revenues from new tax payers and the influx of purchasing dollars into our local economy. Additionally, the public costs of providing emergency services for each client will be eliminated.

To date, we have raised over \$3.2 million and have begun the site work. Expected completion of the Family Dorm, Men's Dorm, and cafeteria is Fall 2004. Our goal is to also be able to build and open the Women's Dorm at this time. Once additional funds are raised, we will have a child care/education center, medical clinic, counseling building, and security building on-site.

Amount requested:

We are requesting \$260,000 to assist in the construction of the Women's Dorm. It is estimated that the building will cost \$330,000, and other public and private monies are being sought for the remainder of the construction costs.


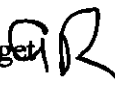
Board of County Commissioners

Budget Discussion Item

Date of Meeting: June 14, 2005

Date Submitted: June 8, 2005

To: Honorable Chairman and Members of the Board

From: Parwez Alam, County Administrator 
Vincent Long, Assistant County Administrator
Tony Park, Director, Public Works
Alan Rosenzweig, Director, Office of Management and Budget 

Subject: Consideration of Leon County Community Center Program Growth and Funding Needs

Statement of Issue:

This budget discussion item presents budget and policy recommendations to meet the needs of Leon County community centers given their recent growth and to guide the County's efforts in this area into the future.

Background:

The Miccosukee Community Center was the first operating community center in Leon County opening its doors in the mid 1950's. The County's historical role at the Miccosukee Community Center was and has been limited to that of regular maintenance provided by Facilities Management. The County first adopted a formal policy on "County Community Service Facilities" on September 25, 1979 and has made ongoing revisions to the policy over the past twenty-six years to address the use of the centers and the role of the voluntary boards. In 1983, the Miccosukee Community Center Board of Directors was created to formalize the role of community volunteers who operated the center and to establish a point of contact for communication with the Board of County Commissioners for programming and activities.

From 1994 to 2001, three additional community centers were built or acquired by the County in Ft. Braden, Bradfordville, and Chaires/Capitola. An additional one acre at the Miccosukee Community Center was purchased in 1995 by the County for parking. Three of the four community centers are owned by the County. The Ft. Braden Community Center is leased annually from the Leon County School Board for \$1.00. The County policy relating to "County Community Service Facility," Policy No. 02-6, states the primary purpose of community centers is to be available to civic, fraternal, governmental, religious, political and charitable groups and organizations (Attachment #1). This county policy on community centers has evolved since its inception in 1979. Given the growth of community centers, in 1994 this policy was amended to delegate additional responsibility to the

community center boards for planning, oversight, day-to-day operation, and general maintenance of community centers. These community centers continue to be operated by volunteer community center boards and are maintained by the County.

The Board continues to respond to the demand for community centers including the recent approval to plan a new facility for both the Lake Jackson and Woodville areas, as well as budgeting for the renovation expansion of the Miccosukee Community Center. The Board has also recently become more involved in the programming for community centers. In 2003, the Board authorized the Senior Services Coordinator to continue collaboration with community centers and the Tallahassee Senior Center to offer senior-focused programming in the unincorporated areas. That effort led to the establishment of the Leon County Senior Days at each of the community centers and is now embarking on a program that provides transportation for seniors from community centers to the nearest Wal Mart.

As new community centers are contemplated, residents in their host communities desire to be involved in their development. On April 26, 2005, the Board approved a concept to jointly develop the Lake Jackson Community Center with the Tallahassee YMCA and the Boys and Girls Club (Attachment #2). The Boys and Girls Club has also assisted in the design of the Woodville Community Center in hope of serving the area from that future facility. In contrast to the Boys and Girls Club's efforts, residents in Woodville have expressed concern about the availability of space to serve senior citizens in the current Woodville Community Center design that is expected to house the Boys & Girls Club.

As previously stated, the community center boards which have carried broad operational control of these facilities are also evolving with the growth of community centers. County Policy No. 02-6 formalizes the volunteer community center board structure by requiring the Board of County Commissioners to establish a Board of Directors to serve as the County's Agent for each center. On February 22, 2005 the Board approved the Articles of Incorporation and Bylaws for three of the community centers and five recreation councils, which authorized the County Attorney's Office to complete the conversion of community center and recreation council boards to separate and independent non-profit status 501(c) corporations (Attachment #3). This effort was undertaken to insure compliance the Government-in-the-Sunshine, Public Records, and Code of Ethics laws.

At the General Facilities and Parks Capital Improvement Program Workshop on January 25, 2005, the Board directed staff to develop a policy relating to the County's community center obligations. This budget discussion item seeks to clarify the responsibilities of both the County and community center boards to guide staff efforts to formulate a budget and meet the current and future demands of the community centers.

Analysis:

Given the Board's continued support of community centers, the operational role of volunteer boards, and plans to build more facilities, there is a need to clarify the roles, responsibilities, and budgetary concerns in operating community centers. This budget discussion item addresses the following issues and seeks direction to guide staff's efforts in addressing what is evolving into a significant County program:

- Public-Private Partnerships
- Staffing
- Community Center & County Agents
- County Responsibilities
- Budget
- Community Center Board Responsibilities

Partnerships

The trend concerning community centers appears to be to move to a fully staffed facility and to partner with nonprofit groups such as the YMCA and Boys and Girls Club to provide recreational activities. The four current community centers in Leon County currently operate independently of any third party organization. Recently, the Board authorized staff to continue a concept for joint development of the Lake Jackson Community Center to include the Tallahassee YMCA and the Boys & Girls Club of the Big Bend. The Boys & Girls Club of the Big Bend has also been involved with the design of the Woodville Community Center. Community Center partnerships like this can be found in other parts of the state such as Gainesville and Escambia County.

These partnerships offer more recreational and educational opportunities than the traditional one room community center and often require additional capital funding and additional operational support. Woodville residents have expressed their interest in amenities such as swimming pools and indoor basketball courts. The capital investment for a facility with these types of amenities is beyond the scope of the traditional community centers in Leon County. Organizations' involvement and interest in partnerships vary by community. For example, the YMCA may wish to provide capital funding in one community center to expand facilities, whereas the Boys and Girls Club may wish to provide staffing and programming in another facility.

Notwithstanding the benefits of these types of partnerships, the Board must be mindful of the increased costs associated with the expansion of these facilities. For example, the proposed community center for Lake Jackson was originally for 5,000 square feet but is now being considered at 24,500 square feet to house both the YMCA and the Boys and Girls Club. The operating impacts for a facility of this size will be significantly more than previously anticipated by the Board. Second, the availability of space and the need to share space between a community center board and an organization occupying the building has also become an issue to be addressed, as with the previously mentioned concerns of Woodville residents.

The April 26, 2005 agenda item on the Lake Jackson joint concept addresses the roles and responsibilities of each partner for sharing the operational costs and programming duties. The County is to provide a suitable site for the facility and the balance of funds approved by the Board for construction. Cost sharing of future operating expenses for the facility is split between the YMCA and the Boys and Girls Club in this concept plan. The agenda item identifies the types of programming to be provided by the YMCA and the Boys and Girls Clubs. Between the two organizations, there will be an ample supply of staff at the facility to help access all areas of the community center as well as maintain the daily security of the building.

Staffing

The County does not currently have staff designated to or on location at any of the community centers. Instead, the Facilities Management and Parks and Recreation Divisions share the County's responsibilities in maintaining the County-owned properties by traveling to each facility for repairs or damage assessments. Since the County does not employ staff at any of the community centers, it is cost prohibitive to require staff to provide some of the more daily custodial duties such as taking out the garbage, replacing a light bulb, and providing bathroom supplies. To clearly delineate the responsibilities of the County versus the local boards, staff recommends the Board to consider utilizing an annual lease agreement with the community center boards to ensure, and hold accountable, that all parties are doing their part to maintain County property. Option #2 of this item directs the County Attorney's Office to create a \$1.00 annual lease agreement detailing the responsibilities of both the County and the community centers.

Community Center Agent

The Board has made efforts to establish local independence from the County by designating the community center boards as the Agent in charge of the operation for each center. On February 22, 2005 the Board approved the Articles of Incorporation and Bylaws for three of the community centers and five recreation councils, which provide for conversion of the community center and recreation council boards to separate and independent non-profit 501(c) corporations. This conversion was recommended to the Board to reduce any potential liability to the County for violations of Sunshine, Public Records, and Code of Ethics laws due to the limited County management and oversight of fiscal and contractual activities of these organizations. The effort to convert the volunteer boards into non profit organizations will allow each local community center board to address the demands of their growing communities, enhance the local identity in each facility, and help identify the proper Agent of each community center.

County Agent

Although County Policy No. 02-6, relating to community centers, designates community center boards as the Agent in charge of operations for each community center, it does not designate an Agent for the County in communicating with community center boards. As the primary caretaker of all County buildings, this designation defaults to Facilities Management. However, residents often

confuse the function of community centers with that of recreation centers. This often leads to calls for repair, maintenance, or other services to Parks and Recreation.

For a local activity planned at a community center, residents often call Parks and Recreation thinking the County has a role or obligation in the event. Another issue identified by staff is that both Facilities Management and Parks & Recreation have operating expenses for community center operations. Parks & Recreation does not receive a budget for community centers but has been absorbing the cost of maintaining the exterior grounds within its operating budget. To avoid this confusion and direct necessary County funds toward a singular operating budget, this item recommends assigning the responsibilities of maintaining and communicating with the community centers clearly to one division. After reviewing the policies and procedures of several other counties, staff recommends that the Leon County Parks & Recreation Division would be best suited to offer a point of contact between the County and the community center boards.

County Responsibilities

The responsibilities of the County and community boards at a County facility have become an issue of confusion. By authorizing the Parks and Recreation Division to oversee the County's responsibilities relating to community centers, there will be more efficiency and less confusion in the areas of performing tasks such as grounds and structure maintenance, construction improvements, utility payments, and event preparation.

Grounds & Structure Maintenance

County staff has identified the current maintenance operations for the four community centers. There are disparities among the providers of maintenance services for each community center (Attachment #4). Facilities Management, Parks & Recreation, and the community centers each share the responsibilities of maintaining the facilities but there is not a consistent policy in place to identify which division should be maintaining the grounds and which division, if any, is responsible for setting up tables for an event. For example, Facilities Management does the grounds maintenance for the Miccosukee Community Center; Parks & Recreation does the grounds maintenance for the Ft. Braden Community Center, and; the Bradfordville Community Center does its own grounds maintenance.

In addition to clarifying County policy, an annual lease agreement between the County and community center boards is recommended herein to include the County's duty to mow the lawn and apply herbicides, insecticides, and fertilizer as needed. The agreement will be drafted to include routine maintenance checks and other necessary oversight for the safety of occupants and preservation of the facilities.

Construction Improvements

The County is responsible for all construction and improvements to a County facility. Although this is typically a Facilities Management concern, if approved, this item establishes Parks and Recreation as the lead division in the communication of all matters to avoid confusion and promote consistency. Parks and Recreation will coordinate with Facilities Management on all facility maintenance issues.

Utility Payments

On July 9, 2002 the Board directed staff to revise the community center policy to reimburse each community center up to 75% of their actual utility costs on a quarterly basis. A \$15,000 line item was included in the fiscal year 2001/02 budget to fund the reimbursement of these utility costs and the Board directed staff to budget this item as a recurring cost. Currently, Facilities Management reimburses three of the four community centers for utility expenses and Parks and Recreation pays for the utilities at the Chaires/Capitola Community Center because it is collocated with a park. Facilities Management then reimburses Parks and Recreation.

To coordinate the quarterly reimbursement of utility expenses, Parks and Recreation will disburse the proper funds to each community center if this item is approved. The proposed operating budget described later in this item from Parks and Recreation requests \$2,086 in additional funds to compensate for the utility expenses of the Woodville Community Center in fiscal year 2005/06.

Event Preparation

On several occasions, community center members have contacted the County requesting assistance in the preparation of an event by providing staff and/or equipment such as chairs and tables. For official County functions at a community center such as the Senior Outreach Program, this item recommends Parks and Recreation to assume the responsibility of setting up, breaking down, and cleaning up after the event. For events planned by a community center board, this budget item recommends a lease agreement between the County and community centers to clarify the roles and responsibilities of both entities.

Budget:

The FY 2004/05 budget for community centers included \$26,001 for Facilities Management and \$2,000 was subsequently spent by Parks and Recreation for maintaining the community centers' exterior grounds. This item, if approved, realigns County funds and responsibilities to Parks and Recreation beginning fiscal year 2005/06. Given the growth of the community center program discussed herein, this item recommends a total budget of \$218,468 inclusive of two new positions (Attachment #5). The budget includes the following: a Community Center Coordinator, a Park Attendant, on-going operating expenses of \$114,539 and first year capital outlay expenditures of \$27,300.

Agenda Request: Consideration of Leon County Community Center Program Growth and Funding Needs

June 14, 2005

Page 7

The Community Center Coordinator will oversee all of the duties described in this budget discussion item and serve as the Board's liaison to the community centers. The Park Attendant will travel to the community centers for periodic maintenance, inspecting facilities for damages, minor repairs, lockouts, and event preparation for official County functions.

Community Center Board Responsibilities:

Community center boards, as independent non-profit organizations, are responsible for the programming, activities, rentals, and use of the community center facility in accordance with County policies. All requests for use of the center are to be directed to the community center boards as stated in County Policy No. 02-6.

Community center boards are responsible for the daily and routine custodial duties for keeping the facility clean, in good functional order, and presentable as stated in current County Policy No. 02-6. Staff recommends elaborating this policy to include duties such as taking out the garbage, moping, and providing adequate bathroom supplies.

Recommendations:

Given the Board's continued support of community centers, the operational role of volunteer boards, and the plans to build two more facilities, staff has developed recommendations for the Board's consideration:

- Approve the realignment of community center responsibilities to the Parks and Recreation Division.
- Authorize the creation of two FTEs and the proposed operating and capital budget of \$218,468 for fiscal year 2005/06 to coordinate community center responsibilities and provide periodic maintenance.
- Authorize the County Attorney's Office to create a \$1.00 annual lease agreement detailing the responsibilities of both the County and the community centers.
- Should the Board deem it desirable to pursue a joint partnership for a community center, staff recommends a contractual agreement to define the terms of the partnership.

Options:

1. Approve the realignment of community center responsibilities to the Parks and Recreation Division and the creation of two FTEs and a proposed operating and capital budget of \$218,468 for fiscal year 2005/06 to coordinate community center responsibilities and provide periodic maintenance.
2. Authorize staff to revise Policy No. 02-6, relating to "County Community Service Facilities," to require community center boards to enter a \$1.00 annual lease agreement with the County detailing the roles and responsibilities of both parties.

Agenda Request: Consideration of Leon County Community Center Program Growth and Funding Needs

June 14, 2005

Page 8

3. Approve staff recommendation to require joint partners of community centers to enter a contractual agreement with the County detailing cost sharing or operational support for the operating expenses of a shared community center.
4. Board Direction

Recommendation:

Options #1, #2, and #3 are contemplated in the tentative budget

Attachments:

1. County Policy No. 02-6, relating to County Community Service Facilities.
2. April 26, 2005 Agenda Item on the Lake Jackson Community Center joint development concept with the Tallahassee YMCA and the Boys and Girls Club of the Big Bend.
3. February 22, 2005 Agenda Item on the Proposed Articles of Incorporation and Bylaws for Community Centers and Recreation Councils.
4. Existing community centers operation and maintenance responsibilities.
5. Parks and Recreation Proposed Operating Budget for community centers for FY 2005/06.

PA/VL/KM

**Board of County Commissioners
Leon County, Florida**

Policy No. 02 - 6

Attachment # 1Page 1 of 3

Title: County Community Service Facilities

Date Adopted: July 9, 2002

Effective Date: July 9, 2002

Reference: N/A

Policy Superseded: Policy No. 79-8, "County Community Service Facility," adopted September 25, 1979; Policy No. 92-10 amended 10/27/92; and Policy No. 94-3, amended April 26, 1994

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Policy No. 94-3, amended April 26, 1994, is hereby repealed and superseded, and a new policy is hereby adopted in its place, to wit:

1. Each and every County Community Service Facility, hereinafter referred to as "Center," shall be operated for the primary purpose of making the center available to civic, fraternal, governmental, religious, political and charitable groups and organizations. It is not the purpose of the County to make the center available to any person, group of persons, or organizations for personal gain or private profit. The net proceeds from any and all fees or assessments shall be used for some recognized community purpose or project or for the use and benefit of an organization recognized as carrying on worthy community projects.
2. The Board of County Commissioners of Leon County, Florida, shall establish a Board of Directors for each center and designate such Board as the County's Agent to be in charge of the operation of the center. The directors shall serve at the pleasure of the Board of County Commissioners; shall have only those duties and responsibilities set forth herein; and shall comply with the provisions of Board of County Commissioners Policy No. 93-48, "Volunteer Boards and Committees."
3. All requests for use of the center shall be directed to the Board of Directors, which Board shall make the center available on an equal basis to all persons, groups and organizations desiring use of the same, with no regard as to race, color, national origin, religion, sex, age or political affiliation, for the purposes set forth herein.

4. The Board of Directors shall establish operational rules and procedures which shall not be in conflict with any provision contained herein, or in conflict with any provision contained in Board of County Commissioners Policy No. 93-48, "Volunteer Boards and Committees," and which shall facilitate the purpose of the center.
5. The Board of Directors shall establish user fees which shall be sufficient to defray the cost of operation and maintenance of the center. The Board of Directors will be responsible for maintaining the Center in good functional order, clean and presentable.
6. The Board of Directors shall submit annual written "income and expenditure" reports to the Board of County Commissioners of Leon County, Florida, and shall expend any surplus over the cost of operation and maintenance only upon specific approval of the Board of County Commissioners.
7. Any user of the center shall not be allowed to carry on any activity, conduct any business, make any sales, nor allow any activity, business or sales requiring any license or permit unless such license or permit shall have first been obtained or secured.
8. The County shall not be liable for any injuries or damage, or claim therefor. Any user may provide such insurance at the user's own cost and expense.
9. The Board of Directors has the right to refuse rental to any person, group or organization at any time when such rental would be contrary to the public interest or inconsistent with use of said building for governmental, civic or community project purposes.
10. The Board of County Commissioners shall review and approve the rules and procedures established by the Board of Directors and any changes or amendments thereto. No rule or procedure shall be enforced unless it receives prior approval by the Board of County Commissioners of Leon County, Florida.
11. Prior to use of the center by any person, group or organization, an authorized representative of such user shall acknowledge receipt of a copy of the rules and procedures.
12. No center shall be used for any illegal activity. Violators of this provision shall be prosecuted and any person, group or organization convicted of utilizing any center for any illegal activity shall be prohibited from further use of any center.
13. Any modification, renovation, addition or deletion to the centers shall first be approved by the Director of Facilities Management.
14. A list of members of the Board of Directors and a copy of the rules and procedures shall be posted in each center.

County Community Service Facilities
Policy No. 02-6
Page 3

6.03


15. In the case of the Miccosukee Community Service facility, pursuant to the Deed of Conveyance to Leon County of July 1957, the Board of County Commissioners hereby acknowledges that the Home Demonstration Club of Miccosukee has the primary right to use the Center so long as that use does not conflict with the use of the Center for official County purposes.
16. The Board of County Commissioners of Leon County, Florida shall on a quarterly basis reimburse each Community Center 75% of their actual utility costs.

Board of County Commissioners Agenda Request

Date of Meeting: April 26, 2005

Date Submitted: April 20, 2005

To: Honorable Chairman and Members of the Board

From: Parwez Alam, County Administrator 
Kim Dressel, Management Services Director

Subject: Approval of Concept for Joint Development and Contract Operations of the Lake Jackson Community Center with the Tallahassee YMCA and Boys and Girls Club of the Big Bend

Statement of Issue:

This agenda item seeks Board approval of concept and authorization for staff to continue concept development.

Background:

The Board approved an Architectural Design Agreement with EMO Architects, Inc. on February 8, 2005, for design of the Lake Jackson Branch Library and Community Center projects, and authorized the Board Chairman to execute the Agreement. The proposed branch library consists of 12,000 square feet, which has been budgeted at a total cost of \$3,196,500; and the proposed community center consists of 5,000 square feet, which has been budgeted at a total cost of \$770,000. (Note: The noted costs are inclusive of a current \$332,338 architectural contract to design firm indicated for both facilities). These new facilities will be co-located upon an 11.96-acre site in the View Point Planned Unit Development (PUD), adjacent to the intersection of Perkins Road and U.S. 27 North, and within the same development as the Canopy Oaks Elementary School and View Point subdivision.

On March 10, 2005, a project kick-off meeting was held at the Leroy Collins Leon County Public Library. In attendance were the architect, county staff from the Library and Facilities Management, Boys and Girls Club representative, and Commissioner Winchester. At this meeting, it was announced that the Tallahassee YMCA, was interested in becoming a project participant to the Lake Jackson Community Center, which might include both a role in the planning, design and construction of this facility, as well as potentially contracting with the County for its sustained operation into the future.

Agenda Request: Approval of Concept for Joint Development and Contract Operations of the Lake Jackson Community Center with the Tallahassee YMCA and Boys and Girls Club of the Big Bend

April 26, 2005

Page 2

Subsequently, all constructive architectural planning of the community center has been suspended, until which time the joint participation components of this portion of the project have been more thoroughly defined. However, the branch library portion of this project has continued to proceed forward, with the architect performing cursory zoning and land use investigations, utility availability determinations, preliminary geotechnical activities, subconsulting team alignment and coordination of schedules. However, they have also advised us of an immediate need to decide this matter, so as to not artificially delay this project beyond the planned Spring 2007 Grand Opening of the new Branch Library facility.

Additional meetings were subsequently held to assist staff in bringing the potential project participants together, and for providing preliminary definition of their conceptual roles and responsibilities. Both the Tallahassee YMCA and Boys and Girls Club of the Big Bend, have expressed their interests and enthusiasm that is in support of this project. If further appears that the current preferred arrangement by these two agencies, is for a joint collaboration between the YMCA, Boys and Girls Club, and County, on behalf of the Lake Jackson Community Center project. However, it also seems highly possible that either agency will remain interested in pursuing this project independently, should one or the other not be able to proceed jointly (Attachments #1 and #2). Staff has surveyed programs where there is a joint collaboration between the YMCA, Boys and Girls Clubs, and local government (Attachment #3).

However, it is important to note that based on handout literature, shared with the group during its meeting of April 5, 2005 (Attachment #4), the current project definition proposed vastly exceeds the current project parameters, in terms of the constructed space, and by the magnitude of required construction and operating costs involved. While the demographics and needs for a larger facility to conduct these privately-sponsored activities are supported by each of these two organizations, the capital ramifications and operating impacts of a 24,525 square foot facility, displayed in the handout, are not yet fully known. These costs would be much higher than previously anticipated by the Board.

This item presents the generalized concept of a joint participation community center for purposes of facilitating the discussion, but also for determining the Board's interest in pursuing this proposed partnership.

Analysis:

Staff Understanding of the Project Proposals:

Staff currently understands the proposals made by both the YMCA and the Boys and Girls Club, to consist basically of the following major points:

Agenda Request: Approval of Concept for Joint Development and Contract Operations of the
Lake Jackson Community Center with the Tallahassee YMCA and Boys and Girls Club of the
Big Bend

April 26, 2005

Page 3

1. County Role and Responsibilities:

- a. To provide a suitable site for the building that is situated adjacent to the proposed Lake Jackson Branch Library facility, and located within the View Point PUD;
- b. To provide the balance of its \$770,000 total project budget, for the re-directed purpose of partially funding the capital costs of this joint participation project proposal;
- ✓c. To provide a reasonable share of the future operating costs of the facility, to be established in further negotiations with other project participants;
- d. To retain public accessibility and use of a portion of the new facility as community center facility to persons not members of the YMCA or Boys and Girls Club; and
- e. To provide ongoing capital project support through its staff.

2. YMCA Role and Responsibilities:

- a. To provide a majority of funds that are needed for the capital costs of the new, expanded facility (Note: These may be sponsored indirectly by funds received from negotiated sale of current YMCA facility in Lake Jackson area, as well as from other available revenue sources, or through private fund-raising endeavors);
- b. To provide its supplemental leadership and expertise in the planning, programming, design, construction, furnishing, start-up and operation of the new facility;
- c. To provide its community-based health and wellness programs (Note: These will be targeted towards pre-school-age children and adults that are not in conflict with those being offered by the Boys and Girls Club as a partner to this arrangement); and
- ✓d. To provide a majority share of the future operating costs of the facility, to be established in further negotiations with other project participants.

3. Boys and Girls Club Role and Responsibilities:

- a. To provide funds that are needed for the added capital costs that are attributable to Boys and Girls Club activities in the new facility (Note: These will be from other available revenue sources or achieved by way of internally-conducted capital campaign);
- b. To provide supplemental expertise in the planning, programming, design, construction, furnishing, start-up and operation of the new facility;

Agenda Request: Approval of Concept for Joint Development and Contract Operations of the Lake Jackson Community Center with the Tallahassee YMCA and Boys and Girls Club of the Big Bend

April 26, 2005

Page 4

- c. To offer its programs and service to both children and parents of the community, and which will cater to those services and programs being offered by the YMCA as a partner to this arrangement; and
- ✓ d. To provide a supplemental share of the future operating costs of the facility, to be established in further negotiations with other project participants.

Procedural Requirements, Budgeting, Statutory and Legal Issues:

Staff has investigated a few of the known issues within noted project proposals, particularly consisting of maintaining the separation of Church and State, compliance with bid requirements, meeting County contract requirements, identifying and working with funding limitations, establishing and maintaining public accessibility, etc.:

1. Separation of Church and State:

The County Attorney's office has been asked for its opinion in this matter, which has been attached to this agenda item (Attachment #5). This issue does not appear to be a barrier to participation with certain caveats.

2. Compliance with Bid Requirements:

Depending upon the structure of the partnership, this issue will need to be defined.

3. Contract Requirements:

It is envisioned that a joint participation agreement will suffice for the needs of this project, that clearly defines the identities of project participants, and indicates the respective roles and responsibilities of each. This agreement will need to be presented to and approved by the Board, and executed by a Board designee.

4. Funding Limitations:

The specific project parameters are not yet known, and the required funding formulas will need to be responded to by staff, upon completion of project negotiations through each of the project participants.

Agenda Request: Approval of Concept for Joint Development and Contract Operations of the Lake Jackson Community Center with the Tallahassee YMCA and Boys and Girls Club of the Big Bend

April 26, 2005

Page 5

5. Public Accessibility:

The County has maintained the position through its ongoing discussions with the YMCA and Boys and Girls Club, that access by the community, who are not members of the YMCA or the Boys and Girls Club, was imperative (through day passes, etc.), but this has not yet been finalized.

6. Other Issues:

Based on the Board's discussion of this item, and any input made by Commissioners relative to the County continuing with this particular project arrangement, staff will continue its research into these and other related issues as required.

Existing Project Consideration:

1. Architectural Contract:

As noted above, the County is presently under contract for the architectural design of the new community center and branch library facilities. However, if the joint participation arrangement is pursued, the contract for community center may need to be cancelled, depending on who carries the responsibility for these services.

2. Relationship to Library Project:

These two projects are not mutually exclusive, as the sites will share common access, parking, utilities, etc. The aesthetic considerations of each facility should also be complimentary. Furthermore, for maximum efficiency, the project schedules should not be competing.

In summary, the Board may either opt to pursue this project undertaking, or proceed with the current mode of pursuit.

Agenda Request: Approval of Concept for Joint Development and Contract Operations of the Lake Jackson Community Center with the Tallahassee YMCA and Boys and Girls Club of the Big Bend

April 26, 2005

Page 6

Options:

1. Approve the concept of jointly developing and operating the Lake Jackson Community Center with the Tallahassee YMCA and Boys and Girls Club of the Big Bend and authorize staff to continue with concept development.
2. Do not approve joint development agreement concept for the Lake Jackson Community Center project, and continue with the current project as previously approved.
3. Board direction.

Recommendation:

Option # 1

Attachments:

1. Letter from Boys and Girls Club
2. Letters from Tallahassee YMCA
3. Survey of YMCA, Boys and Girls Clubs and Local Government Collaborations
4. Project Handout from Boys and Girls Club and Tallahassee YMCA
5. Opinion from County Attorney's Office

PA/KD/TB/cb

Board of County Commissioners Agenda Request 7

Attachment # 3
Page 1 of 3

Date of Meeting: February 22, 2005

Date Submitted: February 16, 2005

To: Honorable Chairman and Members of the Board

From: Herbert W.A. Thiele, Esq. County Attorney

Subject: Approval of Proposed Articles of Incorporation and Bylaws for Community Centers and Recreation Councils and their conversion to Non-profit Status 501(c) Corporations

Statement of Issue:

This agenda item seeks the Board's approval of the attached proposed Articles of Incorporation and Bylaws for Community Centers and Recreation Councils, which provide for conversion of the Community Centers and Recreation Councils to separate and independent Non-profit Status 501(c) Corporations. (Attachment #1). The attached Articles and Bylaws (Woodville area) are examples of the forms to be used for all Community Centers and Recreation Councils.

Background:

For the past year, staff in Public Administration, Public Works, and the County Attorney's Office, as well as outside counsel, have been working diligently to accomplish the staff's recommendations to the Board on issues relating to the restructuring of the Leon County Community Centers and Recreation Councils. The Community Centers include the Fort Braden, Dorothy C. Spence, and Miccosukee communities. The Recreation Councils include Lake Jackson, Chaires-Capitola, Fort Braden, Miccosukee, and Woodville. Staff provided two status updates on the progress and new issues to the Board on December 9, 2003, and on May 11, 2004. (Attachments #2 and #3). As discussed in the status reports, there were several meetings held with staff, outside counsel, and the officers of each Community Center Board and Recreation Council.

Analysis:

In accordance with Chapter 617, *Florida Statutes*, the *Florida Not for Profit Corporation Act*, outside counsel has provided a draft of Articles of Incorporation and Bylaws for each separate Community Center and Recreation Council. The County Attorney's Office has reviewed and provided revisions to the Bylaws. In order to obtain 501(c) non-profit status, Florida law requires submission of the attached Articles and Bylaws. The purpose of the Articles provides for a mission and goal to promote social welfare, improve community services, and preserve community traditions for each separate Community Center and Recreation Council. The Articles also provide formal recognition for each Community Center and Recreation Council as a separate and independent corporation. Finally, the Articles provide formal creation of a Board of Directors, identification of a Registered Agent, Indemnification and, if necessary, formal dissolution of the corporation.

The Bylaws for each Community Center and Recreation Council are more in depth, providing for a principal office, qualifications, and classes of membership. The Bylaws also include a section providing for annual, special, and regular meetings of the members. In addition, the Bylaws provide for appointment of a minimum and maximum number of directors of the corporation. The directors have the ability to appoint or elect officers including a president, vice-

residents, secretary, treasurer, and other officers. Each officer is assigned formal duties. The Bylaws also provide for additional items, including appointment of committees, vacancies, and miscellaneous items.

After the Board's approval of the attached Articles of Incorporation and Bylaws, outside counsel will prepare the necessary paperwork for each separate Community Center and Recreation Council to apply for Tax-exempt status with the Internal Revenue Service (IRS). This process could take approximately 6-9 months. Upon receipt of tax-exempt status by the IRS, the County Attorney's Office will develop a County License and Management Agreement for use by the Community Centers and Recreational Councils relating to the use of meeting rooms at each center.

Options:

1. Approve the Articles of Incorporation and Bylaws for each Community Center and Recreation Council, which provides for conversion of the Community Centers and Recreation Councils to separate and independent Non-profit Status 501(c) Corporations.
2. Do not approve the Articles of Incorporation and Bylaws.
3. Board Direction

Recommendation:

1. Approve the Articles of Incorporation and Bylaws for each Community Center and Recreation Council, which provide for conversion of the Community Centers and Recreation Councils to separate and independent Non-profit Status 501(c) Corporations.

Attachments:

- Proposed Articles of Incorporation and Bylaws.
- Status Report to County Administrator dated December 9, 2003
- Agenda Item re: Status Report dated May 11, 2004.

Existing Community Centers Operation/Maintenance Responsibilities

Community Centers	Physical Maintenance	Utility* Expenses	Grounds Maintenance	Custodial Services	Garbage Costs	Set-ups/ Take-downs
Bradfordville (co-located w/park)	Facilities Mgt.	Community	Community	Community	Community	Community
Chaires/Capitola (co-located w/park)	Facilities Mgt.	Parks & Rec	Parks & Rec	Community Parks & Rec cleans bathrooms in main foyer of community center per Karen Stuhmer/Parks & Rec	Community	Parks & Rec
Ft. Braden (co-located w/library)	Facilities Mgt.	Community	Parks & Rec	Community	Community	Parks & Rec
Micosukee	Facilities Mgt.	Community	Facilities Mgt.	Community	Community	Parks & Rec
Lake Jackson (pending) (soon to be co-located w/library)						
Woodville (pending) (soon to be co-located w/park)						

*The Board approved reimbursement for utilities (75% of total) on July 24, 2001.

I. Personal Services

CC Coordinator (Senior Mgt.)

Pay Grade 54

Salary (\$17.72 p/h)	\$35,444.00
Car Allowance	\$4,025.00
FICA	\$2,712.00
Retirement	\$3,029.00
Life & Health (\$201L/\$10394H)	\$10,763.00
Worker Comp	<u>\$2,395.00</u>
Sub-total	\$58,368.00

CC Park Attendant

Pay Grade 77

Salary (\$9.26 p/h)	\$19,261.00
FICA	\$1,473.00
Retirement	\$1,646.00
Life & Health (\$94L/\$10394H)	\$10,494.00
Workers Comp	<u>\$1,301.00</u>
Sub-total	\$34,175.00

Total Salaries \$92,543.00

II. Operating Costs

Contractual Services	\$2,000.00	mats, security, uniforms - \$2,000 in Parks & Rec.
	\$22,500.00	Grounds maintenance
	\$20,500.00	Custodial Contract @ 17,537 sq.ft. - 5 CC @ \$.08/sq.ft., plus carpet cleaning
	\$24,960.00	Trash Removal \$416 per center per month
Travel	\$200.00	
Communications	\$1,200.00	1 cell phone
Utility Services	\$18,000.00	5 CC @ 75% average monthly bill of \$400 - \$14,500 in Fac. Maint.
Rentals & Leases	\$1.00	County pays \$1 annually for lease at Ft. Braden CC
Insurance	\$468.00	1 vehicle
Vehicle Repair	\$910.00	
Printing and Binding	\$500.00	\$100 per CC
Promotional Activities	\$500.00	\$100 per CC
Office Supplies	\$300.00	
Operating Supplies	\$5,000.00	\$1,000 per CC for replacement compressors and fixtures
Fuel & Oil	\$2,000.00	
Road Materials and Supplies	\$12,500.00	Repairs for 5 CC @ \$2,500 each - \$10,000 in Fac. Maint.
Training & Travel	\$3,000.00	
Sub-total	\$114,539.00	

III. Capital Outlay

Radio x 2	\$5,000.00
PC	\$1,400.00
Laptop	\$2,250.00
Office Furniture	\$2,000.00
Sub-total	\$10,650.00

Grand Total \$217,732.00

Current Facilities Utilities (\$15,914.00)

Operating Funds Needed \$201,818.00



CIP Projects

Vehicle (1/2 Ton Pickup) **\$16,650.00**

Total Additional Funds Needed \$218,468.00

Board of County Commissioners

Budget Discussion Item

Date of Meeting: June 14, 2005
Date Submitted: June 8, 2005
To: Honorable Chairman and Members of the Board
From: Parwez Alam, County Administrator 
Alan Rosenzweig, Director, Office of Management & Budget 
Subject: Request for Additional Funding from the Chaires Volunteer Fire Department

Statement of Issue:

This item seeks board consideration of an additional funding request for the Chaires Volunteer Fire Department (VFD) in the amount of \$8,000 for the purchase of a new extrication pump (Attachment #1).

Background:

As part of the FY 00/01 Annual Budget, the Board established a Municipal Services Taxing Unit (MSTU) for purposes of funding fire services in the unincorporated county. After the adoption of the MSTU, the VFD voiced concern that the MSTU would have a negative impact in the area of fund raising for the County's VFDs. As a result, the Board later adopted the Volunteer Fire Department Annual Budget Allocation policy which provides funding to each of the six VFD (Attachment #2). Beginning in 2004, the Fire MSTU was abolished and County began paying for Fire Services through the imposition of the Public Services Tax.

The process for receiving these funds is that each VFD submits a budget request to the County Emergency Management Director for review. Recommendations are presented to the County's Office of Management and Budget as part of the annual budget process. The annual budget allocation is based on a formula factoring relevant fire services criteria. The criteria includes: fire calls in the county, addresses in the county, land area served, active volunteers, number of fire stations, number of vehicles. There is \$17,548 allocated for Chaires FY 05/06.

Analysis:

Based on information received from the City of Tallahassee Assistant Fire Chief (Attachment #3) the retail cost of the extrication pump is \$4,884. The Tallahassee Fire Department has 25 apparatus equipped with extrication equipment. There are five specialized units that have additional equipment, i.e. rescue air bags, cribbing, etc. Should a tool break on one of the units, a spare unit is put in place or another unit is dispatched to assist if extrication is needed.

Staff's analysis of year end expenditure reports from the Chaires VFD indicated that there should be adequate funds available to cover the costs associated with the purchase of the extrication pump

internally. This is further validated through discussions with the Chaires VFD Chief which indicated that there is approximately \$10,000 in savings at the present time. Therefore, the purchase of the extrication pump could be taken from existing resources.

The Boards intent for the establishment of the Volunteer Fire Department Annual Budget Allocation policy is as follows:

Section 1a)...intended to supplement, not replace, the operational budgets of the VFD's raised through donations;

Section 1b) the disposition of the Board will not be to approve additional funding requests on the part of the VFD's made outside of the normal budget process.

Section 2e) annual reports will be reviewed to determine unspent balances. If over a period of time a determination is made the VFD is accumulating large balances, subsequent year funding may be reduced to draw down these funds.

If the Board should approve this request, this would be in conflict with the established Board policy. Additionally, the implication could set a precedent for future occurrences of additional funding requests from other VFDs.

Options:

1. Do not approve \$8,000 in funding for the Chaires VFD for the purchase of a new extrication pump.
2. Approve \$8,000 in funding for the Chaires VFD for the purchase of a new extrication pump.
3. Board Direction

Recommendation:

Option #1 (contemplated in the budget)

Attachments:

1. Email regarding funding request from the Chaires VFD
2. Volunteer Fire Department Annual Budget Allocation policy
3. Email from Dan Spillman, Assistant Fire Chief

AR/cw

Attachment # 1
Page 1 of 1

From: Vince Long
To: Wilson, Candice
Date: 5/26/2005 10:59:45 AM
Subject: Re: Volunteer Fire Department Request for Funding

Candice - see below.

Vince, I recently saw your recommendation to the Board concerning our request for funds to buy a new extrication pump. I beleive you had a mis-statement in your email. County funding for VFD's started as a result of the "fire tax" on the utility bills due to Talquin's refusal to collect the fee. We did enjoy both County funding and a share of the EMS grant funds for a couple of years. We used the County funds to purchase new vehicles and still owe payments for years. We thought the EMS grant funds would continue. These funds were used to buy special equipment and not routine items.

This pump is needed to assure prompt rescue of traffic accident victims. TFD's unit on the units assigned to Chaires usually will not work properly and we must rely on our own equipment. If ours stops working we will have to wait valuable minutes for the TFD unit from downtown to arrive. These minutes could make a difference in the survival of the victims.

Without this pump our rescue tolls are worthless. These other tools cost thousands of dollars and would have to sit until we could afford to purchase a new pump. Our existing pump is over 12 years old and keeps needing repair and the model is no longer made and parts will become difficult to find.

I noticed you recommended that our request not be funded with the EMS grant funds. Was this meant to imply that our request could be funded with general funds or was this a total denial of our request?

Please reconsider our request. This equipment would be in service for many years and would be in place if the County starts a new department. I would be more than happy to come discuss this with you or the Commissioners if needed. My cell number is 228-3146. Thanks for your time.

Vincent Long
Assistant County Administrator
Leon County, FL
850-488-9962
vincel@mail.co.leon.fl.us

>>> Candice Wilson 5/25/2005 3:51:03 PM >>>

Vince,

I am in the process of working on the discussion item for the VFD. Do you by chance have a copy of the \$8,000 jaws of life funding request? If so, can I have a copy?

Thanks,
Candice

Candice M. Wilson
Senior Management & Budget Analyst
Office of Management & Budget
Phone: 850-488-9775
Fax: 850-921-4427
email: Wilsonca@mail.co.leon.fl.us

Board of County Commissioners Leon County, Florida

Policy No. 01-03

Title: Volunteer Fire Department Annual Budget Allocation
Date Adopted: February 27, 2001
Effective Date: February 27, 2001
Reference: N/A
Policy Superseded: N/A

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Given the Board's adoption of a Municipal Services Taxing Unit (MSTU) as a part of the FY 2000/01 Annual Budget for purposes of funding fire services in the unincorporated county and in light of the fact that the MSTU may have an impact on the fund raising ability of the County's Volunteer Fire Departments (VFD), the Board establishes an annual VFD budget allocation to be funded through the MSTU.

1. Board Intent

- a. The VFD annual budget allocation is intended to supplement, not replace, the operational budgets of the VFD's raised through donations.
- b. The disposition of the Board will be to not approve additional funding requests on the part of the VFD's made outside the normal budget process.
- c. If the Emergency Management Director determines that the procedures herein are not being followed by a VFD, he shall make a written recommendation to the County Administrator or his designee that funding not be remitted to the VFD.
- d. Each VFD shall be in good standing with an active County Recognition Agreement and required Mutual Aid Agreement(s) to be eligible for County funding.

2. Procedures

- a. Each VFD will annually submit a budget request to the County Emergency Management Director no later than March 31. This budget will be for the fiscal year commencing October 1. The Emergency Management Director will review the submissions and present recommendations to the County's Office of Management and Budget as part of the annual budget process.
- b. The budget submission will be in the format to be approved by the County Administrator or his designee. The VFD's budget request will consist of an itemized list of total VFD expenditures and revenues for the subsequent fiscal year (October 1 to September 30). The revenue list shall clearly identify the county budget allocation, City vehicle maintenance funding, an estimate of donations to be received, and other resources identified by the VFD (i.e. interest earnings, prior year unspent funds, etc.). The expenditure list shall clearly identify how the county budget

Policy: Volunteer Fire Department Annual Budget Allocation
Effective: February 27, 2001
9.12; Policy No. 01-03

- allocation is programmed.
- c. The disbursement of the VFD's budget allocation shall occur annually upon the receipt of a payment request to the Emergency Management Director. The requests shall be made prior to October 1. Funds will not be disbursed without a formal request being processed.
 - d. Each VFD shall be required to submit an annual report to the Emergency Management Director by October 31 for the preceding year's activity. The report will specify how much revenue was received by type (i.e. County, City, Donations, etc.) and actual expenditures by type.
 - e. The annual report will be reviewed to determine unspent balances. If over a period of time a determination is made the VFD is accumulating large balances, subsequent year funding may be reduced to draw down these funds.

3. Criteria

- a. The following existing (6) County VFD's shall be eligible for the annual county budget allocation provided that they remain in good standing with active mutual aid agreements with the Tallahassee Fire Department: Chaires-Capitola VFD, Lake Iamonia VFD, Lake Jackson VFD, Lake Talquin VFD, Miccosukee VFD, Woodville VFD.
- b. Each VFD shall enter into an Agreement with the County that shall be governed by, construed, and enforced in accordance with the laws of the State of Florida.
- c. All funds shall be expended in accordance with the laws of the State of Florida.
- d. The VFD annual budget allocations shall be based on the formula which has been developed by factoring relevant fire services criteria. Below is the budget allocations for the VFD's for FY 2000/01 based on this formula:

Fire Department	Fire Calls in the County	Addresses in the County	Land Area Served	Population Served	Active Volunteers	Number of Fire Stations	Number of Vehicles	Average of Factors	FY2000-01 Budget Allocation
Chaires-Capitola	24.96%	18.10%	18.72%	18.08%	25.37%	14.29%	25.00%	0.2064	\$ 17,548
Lake Iamonia	15.66%	22.04%	16.51%	22.07%	16.42%	14.29%	21.43%	0.1835	\$ 15,593
Lake Jackson	14.88%	20.95%	6.28%	20.88%	22.39%	0.00%	14.29%	0.1424	\$ 12,103
Lake Talquin	8.06%	3.13%	28.17%	3.14%	11.94%	28.57%	10.71%	0.1339	\$ 11,380
Miccosukee	11.01%	22.68%	17.30%	22.73%	14.93%	42.86%	25.00%	0.2236	\$ 19,005
Woodville	25.43%	13.10%	13.02%	13.10%	8.96%	0.00%	3.57%	0.1103	\$ 9,371
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	1.0000	\$ 85,000

From: "Spillman, Dan" <spillmad@talgov.com>
To: "Wilson, Candice" <wilsonca@mail.co.leon.fl.us>
Date: 6/2/2005 8:14:37 AM
Subject: Extrication Pump

Attachment # 3
Page 1 of 1

Good Morning Candice:

I just wanted to follow-up on our conversation yesterday about the request for the \$8,000.00 extrication tool pump for the volunteers. Here is some information for you:

- * The TFD does not issue extrication tools to the volunteers.
- * The TFD has 25 apparatus equipped with extrication equipment. In addition there are five specialized units that have additional equipment i.e. rescue air bags, cribbing, etc.
- * If a tool is broken on one of these units a spare unit is put in place or another unit or units are dispatched to assist if extrication is needed.
- * The retail cost of a Holmatro Pump from Ten-8 Fire Equipment is \$4884.00. We have had few that could not be repaired.

Hope this helps. Any questions please call.

DS

CC: "Teague, Pat" <teaguep@talgov.com>



Board of County Commissioners

Budget Discussion Item

Date of Meeting: June 14, 2005

Date Submitted: June 8, 2005

To: Honorable Chairman and Members of the Board

From: Parwez Alam, County Administrator 
Kim Dressel, Management Services Director
Alan Rosenzweig, Director, Office of Management & Budget 

Subject: Energy Performance Contract for County Facilities

Statement of Issue:

This discussion item seeks authorization to proceed with the development of an energy performance contract for County building facilities.

Background:

On April 26, 2005, the Board approved a request to cancel its workshop with Energy Systems Group (ESG), regarding the investment-grade energy audit and a proposed energy savings performance contract, which had been scheduled for May 10, 2005 (attachment 1). The request to cancel this workshop was made because the long-term savings of this project did not significantly exceed the associated costs. Additionally the contract was to include third party implementation, and a ten to twelve year outside financing arrangement. The April project proposal brought by ESG would only have resulted in a net savings of only \$12,287, after twelve years of debt repayment, with a total project investment by the County of \$6,571,450 (which included a \$4,965,658 project cost and \$1,605,792 debt service cost). The original proposal did not offer significant enough savings to the County to justify its costs.

Upon agreeing to cancel the original workshop, the Board also directed staff to bring back an agenda item to see if staff and representatives of ESG could arrive at a refined project proposal that could prove to be more fiscally sound to the County. Successive adjusted proposals received from ESG have consisted of a guaranteed net savings of \$850,965, after twelve years of debt repayment, following a total project investment of \$5,832,269 (which includes a \$4,466,238 project cost and \$1,366,031 debt service cost). The revised proposal will result in a guaranteed net savings of \$836,678 more than the savings proposed in April. The refined proposal has been proven to be in the best interest of Leon County, and is hereby recommended to be further developed into the required performance agreement that is authorized by Florida Statute, and approved by the Board.

Accompanying this item are the current Energy Conservation Measure (ECM) selections, and 12-year Cash Flow Analysis Summary worksheets, as provided to the County by ESG are attached (Attachment #2). Also, a spreadsheet indicating the various cost reductions and saving increases, that have occurred through recent staff dealings with ESG (Attachment #3).

Analysis:

As can be seen from the contractor's proposal, the proposed project consists of 13 selected ECMs, out of a field of 37 total ECMs which have been technically reviewed by both ESG and County staff, over the past several months. These projects consist of the following:

Summary of Final Proposed Energy Control Measure Selections

I. Board of County Commission Projects:

Two projects at the Leon County Courthouse	\$ 809,477
One project at the Bank of America property	\$ 139,514
One combined central heating/cooling plant	\$1,808,209
Two projects at all other outlying County facilities	\$ 268,111
Six Total Projects	\$3,025,311

II. Leon County Sheriff's Department Projects:

Four projects at the Leon County Jail	\$1,280,817
Three projects at the Sheriff's Admin Facility	\$ 160,109
Seven Total Projects	\$1,440,926

Grand Total 13 Projects at cost of	\$4,466,237
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These projects consist of energy-conscious enhancements to the noted building heating and cooling systems, lighting system upgrades, computerized control system equipment and additional water conservation measures.

Financing:

The proposed ECMs were selected on the basis of their optimized costs, versus the energy savings potential, and is reflected within the computed simple payback periods. Additionally, ECMs with longer payback periods were selected to meet immediate capital improvement needs. The resulting energy savings program, therefore, offers the County a 9.5-year simple payback period, which is the period of time it will take for the energy savings that are realized to exceed the total project costs. Energy performance contracts with simple paybacks that are below 20-years, are considered good by performance contracting standards, whereas simple paybacks that fall below 10-years are considered as excellent. Shorter payback periods also offer the ability for the financing of costs within a reasonable term for life expectancy of the equipment being purchased, and will coincide with any new systems or equipment that is provided.

At the May 26, 2005 meeting of the Leon County Finance Advisory committee recommended that financing for the Energy Performance Contract with ESG would bid by the ESG. The County's Financial Advisor David Moore with Public Financial Management Group, and the County's Bond

Attorney Jolinda Herring will provide review of all documents. ESG will have no role in the financing aside from coordinating the bid process. The \$4.7 million project cost will be financed for a term to of twelve years. The energy savings realized from the implementation of this program will pay the remainder of the debt-service for all 12 years of the borrowing term (attachment 1).

Conclusion:

At the April 26, 2005 Board Meeting, the Board directed staff to continuing working ESG with the expectation that ESG would make one more good faith effort to propose a list projects and corresponding energy savings that would bring a better value to the County's facilities and the County's five year Capital Improvement Plan. After a revised project and equipment price list was presented by ESG to County Staff, it is evident that the energy savings will cover the costs of the projects and the debt service while providing much needed capital improvements to county facilities.

Options:

1. Authorize staff to proceed with the development of an energy performance contract with ESG for the benefit of County building facilities, and to present this information to the Board for formal approval at a regular-scheduled meeting. Authorize ESG to solicit bids associated with the financing of this project.
2. Do not authorize staff to proceed with an energy performance contract or to have any further dealings with ESG on energy savings.
3. Board direction.

Recommendation:

Option #1 is contemplated in the tentative budget

Attachments:

1. April 26, 2005 Agenda Item
2. ESG's final proposed ECM selections and cash flow summary
3. Staff spreadsheet regarding recent project improvements

PA/KD/AR

Board of County Commissioners Agenda Request 16

Date of Meeting: April 26, 2005

Date Submitted: April 20, 2005

To: Honorable Chairman and Members of the Board

From: Parwez Alam, County Administrator
Kim Dressel, Management Services Director

Subject: Approval to Cancel the May 10, 2005 Workshop on Investment-Grade Energy Audit of County Facilities

Statement of Issue:

This agenda item seeks Board approval to cancel the workshop scheduled for Tuesday, May 10, 2005, from 12:00 p.m. to 1:30 p.m. with Energy Systems Group (ESG), regarding the investment-grade energy audit of County facilities.

Background:

On December 9, 2003, Progress Energy Solutions (PES), a subsidiary of Progress Energy (formerly Florida Power Corporation) was selected by the Board as its energy savings contractor (ESCO) and placed under contract to perform an investment-grade energy audit of County facilities for a cost of \$150,519 (Attachment #1). It was anticipated that the energy audit would detail the feasibility and costs of energy enhancements that may be funded through a long-term financing arrangement, according to State Statute, and made possible through the pledge of our guaranteed future reduced energy consumption costs.

- If the energy audit did not identify projects that would yield sufficient savings to offset the debt service required to pay the capital costs for the projects, then the company would absorb the audit costs.
- If the Board pursued completion of the energy savings projects identified through the audit, the cost of the audit would be rolled into the costs of the projects and retired via debt service over the prescribed project repayment period.
- There was a direct cost of the audit only if the Board did not pursue the energy savings projects (and those projects would have yielded sufficient energy savings to offset the debt service to pay the capital costs for the projects).

PES was later sold to ESG, a subsidiary of Vectron Corporation (a Midwestern electric utility). The company defaulted under the terms of its contract, which expired without timely completing a final version of the energy audit.

On September 2, 2004, the management of ESG met with staff to request authorization to complete the energy audits outside of the expired contract. As ESG agreed it would complete and deliver the audits at no cost to the County (Attachment #2), staff agreed to continue to participate in the energy audit process.

ESG has subsequently completed the energy audit and has delivered a set of energy audit documents to the County, which details recommended energy savings projects, their costs, and projected annual savings (largely realized through reduced energy and water consumption). The project costs do not significantly exceed anticipated savings. Therefore, staff is recommending that the County not further pursue energy savings projects through this process. It is further noted that the County has no contract with ESG, and can end this without cost.

Analysis:

This agenda item represents a long-term exploration by staff, and each of the above noted energy savings firms, into Leon County's various opportunities and alternatives pertaining to additional energy conservation measures. However, in the end, it appears that the County has already employed a number of exceedingly reliable energy savings measures on its own, such that the various opportunities and alternatives which remain appears to be very limited at best.

The Leon County Finance Advisory Committee recently reviewed proposed project results and questioned if this was the most cost effective mechanism to pursue the work. It is anticipated to take more than eight years for the anticipated savings to offset the project costs. Some of the projects were recommended based solely on the projected energy savings alone (such as replacing toilets in the jail with systems that utilize less water and changing lighting fixtures). However staff would recommend the pursuit of other projects for reasons other than potential energy savings (such as raising the Courthouse ventilation intake to the roof). These projects, however, can be delivered less expensively through normal contracting procedures and considered for funding through the budget process.

It is staff's recommendation to forego any further third-party involvement in energy savings issues, and for the County to continue to elect and self-perform its own additional energy conservation measures at reduced costs, which will maximize the available benefits to be received.

Nevertheless, if the Board opts to further explore the concept of employing additional energy conservation measures in general through the available services of a qualified energy savings company in particular, then staff recommends a 90-day postponement and re-scheduling of the Board workshop on this issue for Tuesday, September 13, 2005, from 12:00 p.m. to 1:30 p.m.

Options:

1. Cancel the workshop on Investment-Grade Energy Audit of County Facilities scheduled for May 10, 2005, from 12:00 p.m. to 1:30 p.m. and do not further pursue a project agreement with Energy Systems Group.
2. Re-schedule the Board workshop on Investment-Grade Energy Audit of County facilities for Tuesday, September 13, 2005, from 12:00 p.m. to 1:30 p.m.
3. Do not cancel the workshop on Investment-Grade Energy Audit of County Facilities.
4. Do not re-schedule the workshop on Investment-Grade Energy Audit of County Facilities.
5. Board direction.

Recommendation:

Option #1.

Attachments:

1. December 9, 2003 Agenda Item and Follow-up
2. Letter from Energy Systems Group

[Back](#) | [Print](#)

LEON County Government

ESG-SE

FINAL ECM Selection, 12 year Term

Attachment # 2
Page 1 of 2

Cash Flow	FIM #	Building or Facility	Description	Simple Payback	Energy Savings		Operational Savings		Total Savings	Project Costs
					Electric	Gas/Other	Labor	Material		
1	x	9	Courthouse	19.54	\$894			\$686	\$19,357	\$378,250
2		10	Courthouse							
3	x	11	Courthouse	34.39	\$6,392	\$16,950		\$1,982	\$12,540	\$431,227
4		19	Courthouse							
5	x	1	Combine CH/BOA, CE's	12.46	\$174,283	-\$45,097		\$15,723	\$144,909	\$1,808,209
6		2	BOA							
7		3	BOA							
8		4	BOA			\$0				
9	x	5	BOA	4.93	\$22,263	\$5,041		\$1,011	\$28,315	\$139,514
10		6	BOA Annex							
11		7	BOA Annex							
12		8	BOA							
13		12	Leroy Collins Library							
14		13	Leroy Collins Library							
15		14	Leroy Collins Library							
16		15	Leroy Collins Library							
17		16	Leroy Collins Library							
18		17	Leroy Collins Library							
19		18	Leroy Collins Library			\$0				
20		35	Health Bldg (Main)			\$0				
21		34	GEWS Bldg							
22	x	32	Level II Buildings TOTAL	7.50	\$23,379			\$2,574	\$25,953	\$194,521
23	x	33	Level III Buildings TOTAL	6.25	\$11,378			\$380	\$11,768	\$73,590
24	x	20	Jail	5.56	\$51,014	-\$458		\$1,795	\$52,351	\$292,376
25		21	Jail							
26		22	Jail							
27	x	23	Jail							
28	x	24	Jail							
29	x	25	Jail							
30	x	26	Jail							
31	x	27	Sheriff's Admin Complex	10.14		\$56,918		\$11,556	\$68,474	\$694,592
32		28	Sheriff's Admin Complex	4.76	\$28,632	-\$245		\$718	\$29,105	\$138,613
33		29	Sheriff's Admin Complex							
34		30	Sheriff's Admin Complex							
35	x	31	Sheriff's Admin Complex	2.40	\$2,793	\$564		\$207	\$3,564	\$8,548
36		36	Sheriff's Admin Complex							
37	x	37	Sheriff's Admin Complex	5.36		\$2,398		\$18	\$2,416	\$12,948
38										
39										
40										
41										
42										
98										
99										
100										
AL-01 All Buildings			Measurement & Verification							

Original Cost

6/3/2005

Attachment # 2
Page 1 of 1

Leon County Government

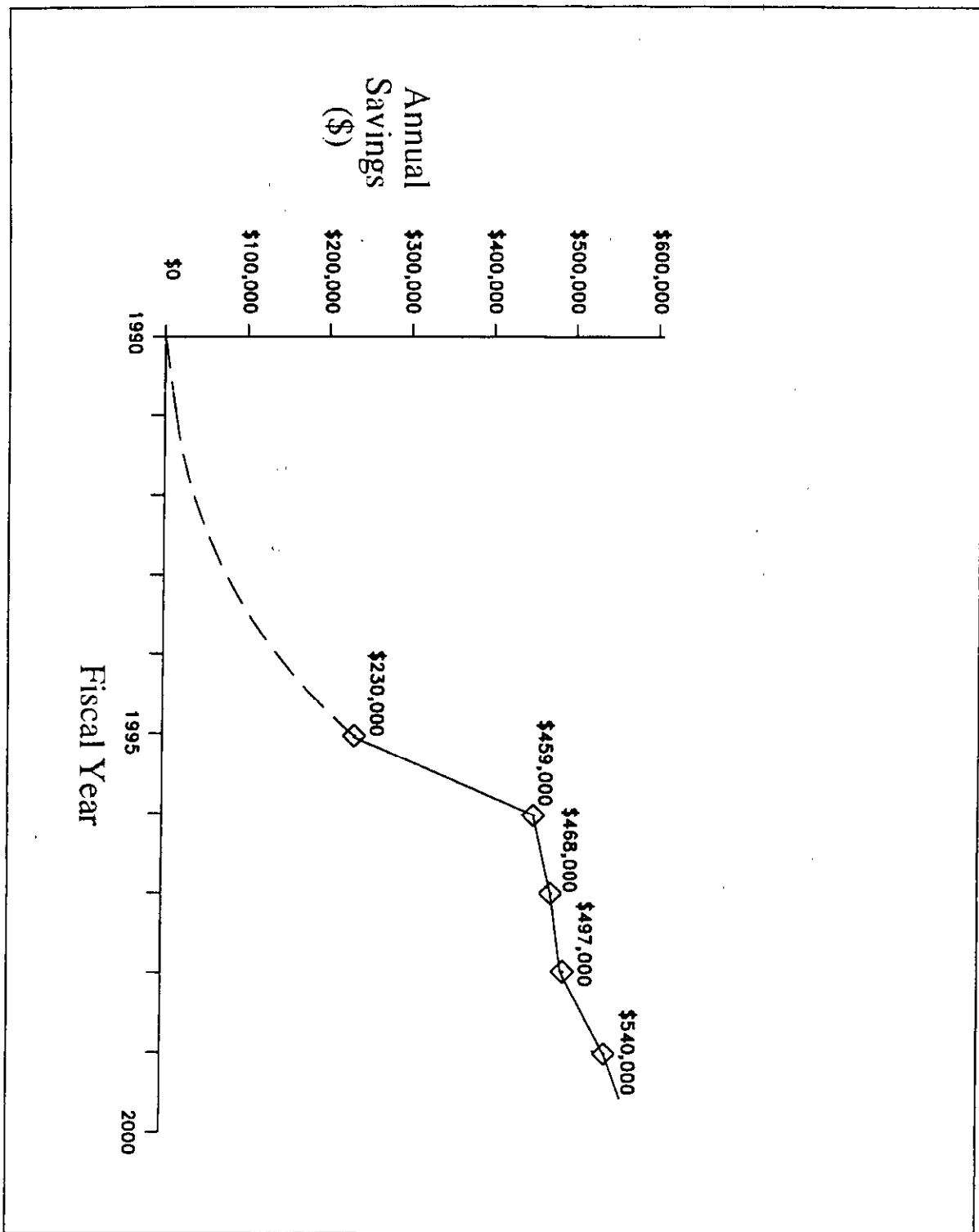
FINAL ECM Selection, 12 year Term, 3 Years M&V Cash Flow Analysis Summary

YEAR	Count Period	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
PROGRAM SAVINGS														
Energy Savings	\$ 57,675	\$ 370,307	\$ 381,418	\$ 392,858	\$ 404,644	\$ 416,783	\$ 429,287	\$ 442,165	\$ 455,430	\$ 469,083	\$ 483,166	\$ 497,661	\$ 512,591	\$ 5,313,077
Operational Savings	\$ 8,148	\$ 39,007	\$ 39,787	\$ 40,583	\$ 41,395	\$ 42,222	\$ 43,067	\$ 43,928	\$ 44,807	\$ 45,703	\$ 46,617	\$ 47,549	\$ 48,500	\$ 531,314
Water Savings	\$ 28,335	\$ 59,316	\$ 61,095	\$ 62,928	\$ 64,816	\$ 66,760	\$ 68,763	\$ 70,826	\$ 72,951	\$ 75,139	\$ 77,393	\$ 79,715	\$ 82,107	\$ 870,143
Annual Gross Savings	\$ 94,159	\$ 469,629	\$ 482,298	\$ 496,369	\$ 510,854	\$ 525,766	\$ 541,117	\$ 556,919	\$ 573,188	\$ 589,835	\$ 607,176	\$ 624,928	\$ 643,198	\$ 6,714,534
Cumulative Savings	\$ 94,159	\$ 469,629	\$ 950,927	\$ 1,447,296	\$ 1,958,150	\$ 2,483,916	\$ 3,025,033	\$ 3,581,952	\$ 4,155,140	\$ 4,745,075	\$ 5,352,252	\$ 5,977,177	\$ 6,620,375	
ANNUAL CONTRIBUTION														
PROGRAM COSTS														
Principal & Interest	\$ -	\$ 486,022	\$ 486,022	\$ 486,022	\$ 486,022	\$ 486,022	\$ 486,022	\$ 486,022	\$ 486,022	\$ 486,022	\$ 486,022	\$ 486,022	\$ 486,022	\$ 5,832,269
Annual Monitoring and Verif	\$ -	\$ 11,000	\$ 10,000	\$ 10,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Gross Costs	\$ -	\$ 497,022	\$ 496,022	\$ 496,322	\$ 486,022	\$ 486,022	\$ 486,022	\$ 486,022	\$ 486,022	\$ 486,022	\$ 486,022	\$ 486,022	\$ 486,022	\$ 5,832,269
Cumulative Costs	\$ -	\$ 497,022	\$ 993,045	\$ 1,489,367	\$ 1,975,390	\$ 2,461,412	\$ 2,947,434	\$ 3,433,457	\$ 3,919,479	\$ 4,405,502	\$ 4,891,524	\$ 5,377,547	\$ 5,863,569	
CASH FLOW														
Annual Net Cash Flow	\$ 94,159	\$ (28,393)	\$ (13,724)	\$ 47	\$ 24,832	\$ 39,743	\$ 55,094	\$ 70,897	\$ 87,165	\$ 103,813	\$ 121,154	\$ 139,203	\$ 157,175	\$ 850,965
Cumulative Net Cash Flow	\$ 94,159	\$ 65,765	\$ 52,041	\$ 52,087	\$ 76,919	\$ 116,663	\$ 171,757	\$ 242,654	\$ 329,819	\$ 433,732	\$ 554,886	\$ 693,789	\$ 850,965	\$ 850,965

Financial Summary

Program Cost	\$ 4,466,238
Downpayment	\$ -
Initial Interest	\$ 108,639
Amount Financed	\$ 4,575,077
Annual Program Savings	\$ 468,629
Simple Payback (years)	9.5
Annual Interest Rate	4.20%
Finance Period	12
Payments per Year	12
Total Interest Payments	\$ 1,257,192
Energy Escalation	3.0%
Operational Escalation	2.0%
Construction Period	9
1st Year M&V Fee	\$11,000
2nd Year M&V Fee	\$10,000
Annual M&V Escalation	3.0%

Actual Energy Savings by Staff Prior to 2000



Board of County Commissioners

Budget Discussion Item

Date of Meeting: June 14, 2005
Date Submitted: June 8, 2005
To: Honorable Chairman and Members of the Board
From: Parwez Alam, County Administrator *PA*
Tony Park, P.E., Public Works Director
Alan Rosenzweig, Director, Office of Management & Budget *AR*
Subject: Funding for the Implementation of the Solid Waste Management Five Year Business Plan

Statement of Issue:

This item seeks to revise the Solid Waste tipping fee schedule for increased operating and capital needs beginning in FY06/07 in conjunction with the Leon County Solid Waste Management Five Year Business Plan.

Background:

During the April 12, 2005 meeting the Board ratified the Solid Waste Management Business Plan that was presented during the March 22nd Workshop. The Plan reviewed all existing operations and programs, as well as identifying future needs and goals of the Solid Waste Division through FY 2010. This discussion item is the first step in the implementation process for that Business Plan.

The Solid Waste Management Division operates a transfer station, a Class III landfill, a Resource Recovery facility (yard trash, waste tires and appliance recycling), five Rural Waste Service Centers, an electronics recycling facility, an office paper recycling program, a drop-off recycling program and a household hazardous waste collection center. The Division also has responsibility for closure and long-term care of an inactive Class I landfill and environmental compliance and monitoring at all of its facilities.

With the exception of the Gum Road Transfer Station, capital facilities are inadequate to address the current and future operational and customer service needs of the Division. A number of capital projects are proposed to address those needs (attachment #1, page 2). A Class III processing/recycling facility will address future Class III disposal capacity. Outbound scales and new scale house will improve customer service and create a safer working environment for employees. A landfill gas collection system will reduce odors and greenhouse gas emissions from the closed landfill.

In May, 2005, the inter-local agreement with the City of Tallahassee for use of the Gum Road Transfer Station was amended to lift the cap on the transfer station operation fee. The amendment assures the City that they will never be charged a higher rate than any other similar users of the facility.

Discussion Item: Funding for the Implementation of the Solid Waste Management Five Year Business Plan

June 14, 2005

Page 2

Analysis

For purposes of comparative analysis, staff researched solid waste operations in other Florida counties. The following analysis provides comparative data relating to transfer station operating costs and landfill tipping fees:

Leon County Transfer Station Tipping Fee

The following tipping fee schedule (shown in Table #1) was adopted when the Gum Road Transfer Station opened in April 2003.

Table 1 – Original Leon County Transfer Station Fee Schedule

Hauling and Disposal	\$22.60
Transfer Station Operating	\$ 4.41
<u>Hazardous Household Wastes Assessment (HHWA)</u>	<u>\$ 0.79</u>
Total per ton fee	\$27.80

The hauling and disposal portion of the fee has increased 7.9% to \$23.27 due to CPI increases allowed for in the contract with Waste Management. The County is permitted to increase the Tipping fee at the Transfer Station to offset any increase in the hauling and disposal contract pursuant to the inter-local agreement with the City of Tallahassee. In addition, the recently amended inter-local agreement with the City allows for both the operating and hazardous waste fees to be raised as needed to address increasing costs and capital needs.

Transfer Station Operating Cost Comparisons – FY2004

Table #2 offers an operating cost comparison for like sized county operated transfer stations in Florida. Out of the 8 transfer stations facilities studied by staff for FY 2004, the Transfer Station operated by Leon County has the second lowest operating cost per ton.

Table 2 – Florida Transfer Station Comparison

Jurisdiction	Population (2003)	Tonnage	Cost/ton	Incls. Admin. Overhead	FTEs
Leon	255,500	182,096	\$ 4.20	yes	10
Alachua	231,296	180,048	\$ 6.38	yes	10
Seminole	394,761	334,213	\$ 3.73	yes	8
**Volusia	470,770	147,725	\$10.60	yes	15
*SWA, Lantana	1,222,448	372,985	\$ 6.26	yes	11
*SWA, Royal Palm		379,125	\$ 6.18	yes	9
*SWA, Jupiter		225,412	\$ 9.48	yes	7
*SWA, Delray		319,419	\$ 7.15	yes	11

** Volusia operates a landfill in addition to the transfer station

*Solid Waste Authority, Palm Beach County.

Discussion Item: Funding for the Implementation of the Solid Waste Management Five Year Business Plan

June 14, 2005

Page 3

Leon County Solid Waste Management Facility (SWMF) Tipping Fee

On September 12, 1995, the SWMF tip fee was raised from \$26.00 per ton to \$29.00 per ton. Compared to the 9 Florida landfills (7 county operated) shown in table #3, Leon County has the lowest tip fee studied.

Landfill Tipping Fee Comparisons – FY2004

Table 3 – Florida Landfill Comparison

County or Landfill	Population (2003)	Landfill tip fee (per ton)	comments
Leon	255,500	\$29.00	Plus \$40 non-ad valorem assessment to unincorporated areas
Citrus	130,000	\$55.00	\$30 gate rate plus subsidy = \$55/ton equivalent
Lake	240,716	\$40.00	Plus \$174 assessment, includes disposal subsidy
New River	na	\$38 - \$45	Sliding scale based on annual tonnage
Volusia	470,770	\$34.00	
Sarasota	348,761	\$57.56	
Aucilla	na	\$41.00	
Brevard	507,810	\$29.50	Plus residential impact fee assessment, \$56/year Plus commercial impact assessment, \$161.62/year
Marion	281,966	\$39.00	

The Solid Waste Division is an Enterprise Fund. Operational costs and capital improvements are funded primarily by fees for services (tipping fees). The current tip fee structure at the Gum Road Transfer Station and the Leon County Solid Waste Management Facility are inadequate to fund current operations and much needed capital improvements. While the fund currently enjoys a healthy cash balance, the five year business pro forma projects a deficit occurring without either increases in the tipping fees or reductions in operating and capital expenditures.

Graph #1 (page 4) reflects two trend lines related to the unrestricted cash balance in the Leon County Solid Waste Fund. The "current" line shows the projection if no change is made to the tipping fees and the operating and infrastructure improvements are made. This scenario illustrates a steadily declining unrestricted fund balance as the Solid Waste Management Business Plan is implemented over the next five fiscal years. The "proposed" line reflects the projected unrestricted cash balance trend assuming the proposed new tipping fee schedule. The proposed increases in the tipping fee schedule provides a stable unrestricted cash balance over the next five years.

To address this issue, staff has explored a number of financial plan scenarios based on the following assumptions:

- Maintain a minimum cash balance of \$2.5 million for liquidity and a contingency for unforeseen catastrophic events
- Contribute \$250,000 annually to a reserve for future capacity needs. These funds will be set aside for issues concerning long-term Class III disposal.

Discussion Item: Funding for the Implementation of the Solid Waste Management Five Year Business Plan

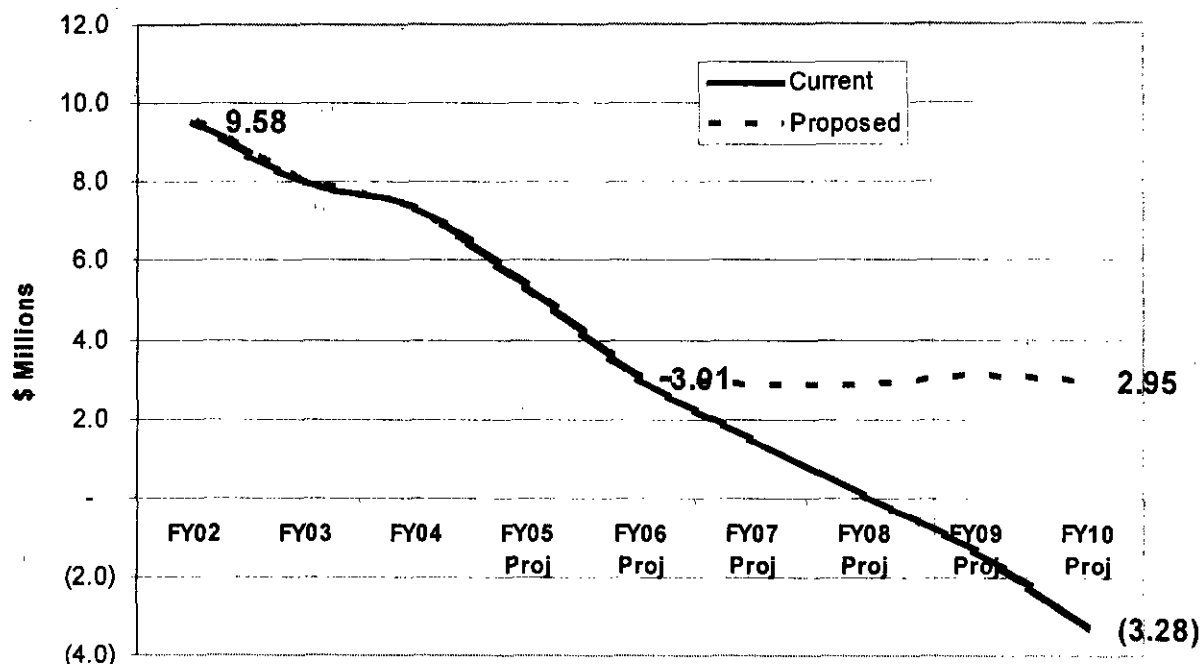
June 14, 2005

Page 4

- Incorporate the capital improvements in the Board approved Solid Waste Business Plan
- Establish a tip fee rate structure sufficient to cover operational and capital improvement costs that will not show significant operating deficits over the five-year plan.

Graph 1

Leon County Solid Waste Fund - Unrestricted Fund Balance



The current five year proforma (attachment 1, page1) suggests that tipping fees should increase to \$33.00 per ton in FY 2007 at the Leon County Landfill, and \$33.00 at the Gum Road Transfer Station to prevent the County solid waste system from incurring any operating deficits through fiscal year 2010. In addition the tipping fees would increase by \$0.50 every year until FY 2010. The tipping fee at the Transfer Station will also increase in conjunction with the hauling and disposal contract with Waste Management.

The increase in FY 2007 would be a \$5.20 per ton increase at the Transfer Station and a \$4.00 per ton increase at the Landfill. During the next five years it is projected that the Leon County Solid Waste Fund would have an unrestricted fund balance no greater than \$3.1 million and no less than \$2.5 million.

Discussion Item: Funding for the Implementation of the Solid Waste Management Five Year Business Plan

June 14, 2005

Page 5

Conclusion

Because of rising operating costs and a declining capital plant, a revised tipping fee schedule is recommended for the Leon County Landfill and the Gum Road Transfer Station beginning in FY 2007. This revised schedule will also include a programmed fee increase each year thereafter through FY 2010. The five-year plan and fund proforma will be updated annually, dropping the past year and adding a new fifth year.

The Financial Review Committee approved the five year pro-forma at its meeting on June 7, 2005 with the understanding that the pro-forma will be updated annually. The Financial Review Committee is a five member board established by inter-local agreement between Leon County and the City of Tallahassee that consists of the City Manager, the County Administrator, an appointed citizen (Cliff Hinkle), and the City and County Attorneys. The committee's advisory role includes reviewing tipping fees, cash balances & capital expenditures.

Options:

1. A) Direct the County Attorney to amend the current ordinance to establish tipping fee rates by resolution.
 B) Approve the five year proforma (attachment #1) and corresponding tipping fee increases for FY 2007 through FY 2010.
2. A) Do not direct the County Attorney to amend the current ordinance to establish tipping fee rates by resolution.
 B) Do not approve the five year proforma (attachment #1) and corresponding tipping fee increases for FY 2007 through FY 2010.
3. Board Direction.

Recommendation:

Option #1 is included in the tentative budget and five year plan

Attachments:

1. Five Year Solid Waste Fund Proforma Summary


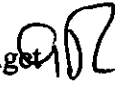
Solid Waste 5 Year Proforma									
This scenario includes an increase in the Landfill & Transfer Station Tipping Fee									
	FY05 Projected	FY06 Projected	FY07 Projected	FY08 Projected	FY09 Projected	FY10 Projected			
1 Reserve for Contingency & Liquidity	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000			
2 Beginning Cash Balance	4,882,293	2,846,768	508,066	331,350	330,744	577,853			
3 Total Revenues	8,674,853	9,138,423	10,744,543	10,894,485	11,222,304	11,695,461			
4 Total Resources Available	16,057,146	14,485,191	13,752,609	13,725,835	14,053,048	14,773,314			
5 Total Operating Expenditures	8,571,190	9,209,235	9,286,259	9,515,091	9,679,570	9,941,335			
6 Capital Outlay	2,139,188	2,267,890	1,635,000	1,380,000	1,295,625	1,886,667			
7 Total Expenditures	10,710,378	11,477,125	10,921,259	10,895,091	10,975,195	11,828,002			
8a Year Ending Balance (new fee schedule)	5,346,768	3,008,066	2,831,350	2,830,744	3,077,853	2,945,313			
8b Year Ending Balance (current fee schedule)	5,346,768	3,008,066	1,551,808	88,628	(1,319,081)	(3,284,224)			
* This balance is net of a recommended \$2.5 million reserve being set aside annually & building a reserve for future capacity									
* The following tipping fee increases apply to this analysis:									
		FY06	FY07	FY08	FY09	FY10			
	Transfer Station		5.20	0.50	0.50	0.50			
	Landfill		4.00	0.50	0.50	0.50			
* Current rates are \$29 per ton at the Landfill & \$27.80 at the Transfer Station									
Other Notes:									
1. The beginning \$2.5 million reserve for contingency & liquidity.									
2. The beginning unreserved retained earnings for the fund less a recommended \$2.5 million reserve being set aside annually. The beginning balance does not include funding already set aside for closure and post closure monitoring and maintenance.									
3. Total operating revenues includes all Landfill & Transfer Station Tipping Fees, interest earnings, Unincorporated Non-Ad Valorem Assessment and other misc. revenues.									
4. The total of the beginning balance and annual estimated operating revenues.									
5. Total Operating Expenditures includes all on-going personnel and on-going expenses (ie supplies, utilities, etc.) to run the landfill, transfer station, rural collection centers, hazardous waste disposal program, and recycling programs.									
6. Projected capital outlay requirements for the entire system, including improvements to the landfill, transfer station and rural waste collection centers. Included in Capital Outlay is a \$250,000 reserve each year for future capacity.									
7. The total of Total Operating Expenses & Capital Outlay.									
8a. The total operating revenues less the total operating expenditures assuming the proposed fee schedule. This difference is the annual surplus or deficit based to run the entire solid waste function without any purchase or replacement of capital outlay requirements. This balance is inclusive of a \$2.5 million contingency.									
8b. The total operating revenues less the total operating expenditures assuming no change the fee schedule. This difference is the annual surplus or deficit based to run the entire solid waste function without any purchase or replacement of capital outlay requirements. This balance is inclusive of a \$2.5 million contingency.									

Capital Outlay

	FY05 Budgeted	FY06 Projected	FY07 Projected	FY08 Projected	FY09 Projected	FY10 Projected	FY10-14 Projected
56400 Landfill - Transfer Station Heavy Equipment	105,000	268,890	105,000	150,000	395,625	300,000	1,219,515
56400 Landfill Improvements - Machinery & Equipment	56,840						
56400 Landfill - Heavy Equipment	1,349,500	480,000	950,000	550,000	420,000	670,000	3,070,000
56400 Landfill - Emergency Standby Generator	60,000						
56300 Landfill - Apalachee Pkwy Regional Park	449,430						
New Scale House		150,000					
Class III Materials Recovery Facility							
Household Hazardous Waste Locker		24,000				666,667	1,333,333
Landfill Gas Treatment System		500,000					
Maintenance Facility/Service Bay		230,000					
Attendants' Sheds (\$50k/shed)		135,000					
Relocation of Apalachee RWSC		230,000					
Household Hazardous Waste Collection Centers			100,000	200,000			
Rural Waste Collection Site Improvements			230,000	230,000	230,000		
Reserve for Future Capacity		250,000	250,000	250,000	250,000	250,000	
	2,020,770	2,267,890	1,635,000	1,380,000	1,295,625	1,886,667	5,622,848

Board of County Commissioners

Budget Discussion Item

Date of Meeting: June 14, 2005
Date Submitted: June 8, 2005
To: Honorable Chairman and Members of the Board
From: Parwez Alam, County Administrator 
Tony Park, P.E., Public Works Director
Alan Rosenzweig, Director, Office of Management & Budget 
Subject: Budget Discussion Item – Asian Tiger Mosquito/Hand-Fogging Program

Statement of Issue:

This item seeks Board reconsideration of the current "Fee for Service" program for all hand-fogging service requests.

Background:

At the June 8, 2004 Budget Workshop, the Board considered funding alternatives for the Mosquito Control Hand Fogging Program (Attachment #1). The Board approved Alternative 1 which directed staff to implement a \$25 "Fee for Service" for all hand-fogging service requests and upgraded of a part-time OPS Administrative Associate II to a full-time career service Administrative Associate II.

During the September 21, 2004 Commission meeting, the Board approved a resolution establishing the Mosquito Control Hand-Fogging "Fee for Service" at \$25 per service request, effective January 1, 2005 (Attachment #2).

On May 24, 2005 the Board approved a motion to agenda reconsideration of Mosquito Control's \$25 fee, charged to county residents for spraying of private property. This budget discussion item is in response to that motion.

Analysis:

As of May 31, 2005, since the establishment of the "fee for Service" program, the Mosquito Control Division has received 145 requests for the hand-fogging service. This represents a significant decrease over the number of requests expected if the Division were not charging the current fee. A review of previous years indicate that if the current "Fee for Service" program were not in place, it is likely that the Division would have responded to more than 800 hand-fogging service requests during this same time period.

The difference in the demand for services between a no-charge program and a "Fee for Service" program can be substantial. All indications are that the number of requests for services under a no-fee program would be five times greater than under the existing fee program.

Revised projections for FY 04/05 place the number of expected service requests under the "Fee for Service" program at 500. Based upon the \$25 fee, the program is expected to generate \$12,500 this year. This falls short of the original estimate of 1,500 requests and \$37,500 in revenue. Staff recommends the current year revenue shortfall of \$25,000 be off set from the General Fund contingency. Future year revised projections are included in the budget.

Because of the projected shortfall in revenue from the program the Board may wish to determine the future direction of the program. Provided below are several alternatives for the Board to consider:

Alternative 1

The first alternative proposes modifying the current hand-fogging "Fee for Service" program to include a limit of two (2) no-charge service requests per individual property per calendar year and a charge of \$25 for each additional service request. This alternative serves as a more equitable means of providing hand fogging service to all citizens.

A review of the service requests received in 2003 and 2004 has shown that 1) on average 80% of callers requested the hand fog service two or less times per year and 2) on average 5% of callers requested 25% of all hand fog requests per year.

It is hoped that by limiting the number of no-charge hand fogs to two (2) per individual property per year and charging for each additional request the Division can meet the current demand for services with existing resources. Also, it is hoped that this change will delay any increases in response times which might occur if the current fee program is discontinued without increasing staffing and resources.

The current Mosquito Control Hand Fogging Fee for Service resolution has been amended to address the changes listed above (Attachment #3).

Alternative 2

The second alternative proposes maintaining the current hand-fogging "Fee for Service" program with a fee of \$25 per service request.

As projected, the number of service requests decreased considerably since the fee was implemented. This reduction in the number of service requests has allowed the Division to handle the hand-fogging workload with existing staff and reduced the need to divert resources from the surveillance, larviciding and adulticiding programs.

Alternative 3

The third alternative proposes eliminating the current “fee for service” program, reverting the full-time Administrative Associate II position to a part-time OPS Administrative Associate II, and increasing response time for hand-fogging service requests.

At the current level of staffing, it is anticipated that the average response time will increase from two days to five days in the upcoming year and increase even more in the out years. Also, it is expected that the growing demand for this service will begin to negatively impact the Division as employees and supplies are diverted from other programs to meet the needs of the hand-fogging program.

Options:

1. Implement the following:
 - A. Modify the current hand-fogging “Fee for Service” program to include a limit of two (2) no-charge service requests per individual property per calendar year and a charge of \$25 for each additional service request.
 - B. Approve the amendment to the current Mosquito Control Hand Fogging Fee for Service resolution.
 - C. Authorize the transfer of \$25,000 from the General Fund Contingency to the Mosquito Control Fund for the FY2004/2005 Fiscal Year.
2. Maintain the current hand-fogging “Fee for Service” program with a fee of \$25 per service request.
3. Eliminate the current “fee for service” program, maintaining the current level of staffing and increasing response time from two to five days for hand-fogging service requests.

Recommendation:

Option #1 is included in the tentative budget

Attachments:

1. June 8, 2004 Asian Tiger Mosquito/Hand-Fogging Program Budget Discussion Item
2. Mosquito Control Hand Fogging Fee for Service Resolution
3. Amended Mosquito Control Hand Fogging Fee for Service Resolution

PA/TP/AR/GP/gp

Board of County Commissioners Budget Discussion Item

Date of Meeting: June 8, 2004
Date Submitted: May 24, 2004
To: Honorable Chairman and Members of the Board
From: Parwez Alam, County Administrator
Tony Park, P.E., Public Works Director
Subject: Asian Tiger Mosquito/Hand-Fogging Program

Statement of Issue:

This item seeks board consideration of funding alternatives for the Mosquito Control Hand Fogging Program.

Background:

Currently, the number of citizen requests for hand-fogging services to combat the Asian tiger mosquito problem is exceeding the Division's staffing levels and other resources required to meet those demands. Since this program has the potential to expand even more over the next few years, consideration should be given to establishing a user fee to offset the cost of the program, providing adequate staffing and resources to meet the increasing demands for service.

The Asian tiger mosquito was introduced into Florida in the late 1980's and quickly spread into Leon County. This mosquito differs from the other mosquitoes found in Leon County in that it primarily breeds in containers and is active and biting during the daytime hours. This means that the fog trucks which do an excellent job controlling night-time mosquitoes are ineffective in controlling the Asian tiger mosquito. The Division responded to this challenge in 1998 by launching a new program which, in addition to the education and inspection components, included the use of hand-held foggers to control the adult mosquitoes. Because the Asian tiger mosquito typically flies only a short distance and stays in a very confined area near its hatching source it is very susceptible to hand-fogging treatments.

The original design and protocols established for the hand-fogging program were based on several assumptions. The first assumption was that under most situations the sources of the Asian tiger mosquito problems could be identified and eliminated. It was thought that if you eliminated the obvious sources from a citizen's property, effective control could be achieved. Unfortunately, the number and types of sources have exceeded all previous estimates. There are many areas in the city where the Asian tiger mosquito is abundant and where heavy vegetation and/or inaccessibility have hindered the identification of these sources. The second assumption dealt with the projection that in a normal year the Division would expect to conduct around 1,000 hand-fogs per year. The protocols for the program were established based upon this assumption. In 1998, the Division conducted 1,024 hand-fogs. That number has grown to more than 5,000 in 2003. The Division's staffing level has remained virtually unchanged since 1998.

Agenda Request: Budget Discussion Item – Asian Tiger Mosquito/Hand-Fogging Program
June 8, 2004
Page 2

Analysis:

There are several alternative proposals to deal with the Asian tiger mosquito problem, but first it is important to understand the difference in hand-fogging applications and other types of mosquito control activities. Traditional mosquito control services such as truck fogging, ground and aerial larviciding provide a benefit to many people in an area. Hand-fogging applications are generally made on a single person's property and the benefit for the most part is confined to that residence. This type of service is more closely aligned with the spraying activities normally handled by pest control companies.

As stated before, it is expected that the demand for the program will continue to escalate. Because of the potential for rapid growth of this service, it is important for the Board to determine the direction of the program. Provided below are several alternatives for the Board to consider:

Alternative 1

The first alternative proposes implementing a hand-fogging "Fee for Service" program with a fee of \$25 per service request. This program would operate for one year utilizing current staffing with the exception of an upgrade to an existing Administrative Associate OPS position. After the one year evaluation period, the Division will determine the actual demand for the "Fee for Service" program and if additional resources or an adjustment to the user fee is necessary.

As stated earlier, hand-spraying usually benefits only one residence, and closely resembles applications made by pest control companies. In this sense, should the Board decide to recover some of the cost of the program; a case can be made that the property owner should contribute over and beyond the taxes paid for other mosquito control services.

In general it is expected that the number of service requests will go down considerably (more than half) if the fee is implemented. This reduction in service requests will allow the Division to handle the workload with existing staff except for the upgrade of the part-time OPS Administrative Assistant II position to a full-time career service Administrative Assistant II. This upgrade is needed to handle the additional billing aspects of the program.

Projections based on the criteria in this report place the user fee at \$25 per service request. The \$25 fee was calculated with the intent of recapturing all direct costs of the program and the costs of the Administrative Assistant II upgrade (\$21,866). Depending on whether the low end (1,500) or the high end (2,000) of the projected service requests is achieved, the implementation of the fee would generate between \$37,500 and \$50,000 per year, respectively.

Agenda Request: Budget Discussion Item – Asian Tiger Mosquito/Hand-Fogging Program
June 8, 2004
Page 3

Alternative 2

The second alternative proposes maintaining the current level of staffing and resources. Under this approach, staff will continue to respond in a timely fashion. However, depending on the actual volume of calls within a given period, some requests may take up to 5 days to respond.

Options:

1. Approve Alternative 1 - Direct staff to implement a \$25 "Fee for Service" for all hand-fogging service requests and approve upgrade of a part-time OPS Administrative Associate II to a full-time career service Administrative Associate II.
2. Approval Alternative 2 – Direct staff to maintain current level of service with no additional resources.
3. Do not approve.
4. Board Direction.

Recommendation:

Option 1

PA/TP/WGB/wgb

RESOLUTION: B64-45

Mosquito Control Hand-Fogging Program Fee for Service

WHEREAS, on June 8, 2004 the Leon County Board of County Commissioners established a "Fee For Service" throughout Leon County for each hand-fogging service provided beginning in FY 04-05; and

WHEREAS, the Leon County Board of County Commissioners established said fee for service at a rate of \$25.00 for each hand-fogging occurrence; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, that:

1. The fee for hand-fogging services be adopted at a rate of \$25.00 per occurrence within Leon County.
2. This resolution shall take effect January 1, 2005.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, this 21st day of September, 2004.

LEON COUNTY, FLORIDA



BY: Jane G. Sauls

JANE G. SAULS, CHAIRMAN
BOARD OF COUNTY COMMISSIONERS

ATTEST:
Bob Inzer, Clerk of the Circuit Court

BY: [Signature]

APPROVED AS TO FORM:
OFFICE OF THE COUNTY ATTORNEY
LEON COUNTY, FLORIDA

BY: [Signature]

Herbert W. A. Thiele, Esq.
County Attorney

RESOLUTION: 04-_____

Mosquito Control Hand-Fogging Program Fee for Service

WHEREAS, on June 8, 2004 the Leon County Board of County Commissioners established a "Fee For Service" throughout Leon County for each hand-fogging service provided beginning in FY 04-05; and

~~WHEREAS, the Leon County Board of County Commissioners established said fee for service at a rate of \$25.00 for each hand-fogging occurrence; and~~

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, that:

1. ~~The fee for hand-fogging services be adopted at a rate of \$25.00 per occurrence within Leon County.~~ The hand-fogging service shall include a limit of two (2) no-charge hand-fogging services per individual property per calendar year and a charge of \$25 for each additional hand-fogging service thereafter.

2. This resolution shall take effect ~~January 1, 2005.~~ upon adoption by the Board.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, this _____ day of _____, 20____.

LEON COUNTY, FLORIDA

BY: _____
Cliff Thael, Chairman
BOARD OF COUNTY COMMISSIONERS

ATTEST:

Bob Inzer, Clerk of the Circuit Court

BY: _____

APPROVED AS TO FORM:

OFFICE OF THE COUNTY ATTORNEY
LEON COUNTY, FLORIDA

BY: _____
Herbert W. A. Thiele, Esq.
County Attorney



Board of County Commissioners

Budget Discussion Item

Date of Meeting: June 14, 2005

Date Submitted: June 8, 2005

To: Honorable Chairman and Members of the Board

From: Parwez Alam, County Administrator 
Gary W. Johnson, Director, Growth and Environmental Management
Alan Rosenzweig, Director, Office of Management and Budget 

Subject: Discussion of the Department of Growth and Environmental Management Service Fee Analysis

Statement of Issue:

This discussion item seeks Board consideration of the *Maximus* Service Cost Evaluation of the Building Inspection Fund (BIF) and the Growth Management Fund (GMF). (Note: A copy of the service cost analysis will be provided under separate cover upon receipt from *Maximus*. The cost numbers used to prepare this item are preliminary. *Maximus* is currently working on a final draft report after receiving final comments from staff, which could change the final service cost recommendations.)

Background:

During the FY 2005 budget cycle, the Board approved funding for a service cost analysis of the BIF and the GMF to determine if the existing permitting fees were covering the costs of providing the related services. The current building permit fee schedule was approved by the Board in 1993 and has remained unchanged since 1995. *Maximus* conducted a service cost analysis of the BIF and the GMF during FY 2002. After consideration, the Board decided to raise the permitting fees that support the GMF. Due to the large fund balance in the BIF, staff did not recommend implementing an increase to the building permit fees. The Board also decided to review fees for both funds at a minimum interval of three years.

In addition, over the past five years the Board has funded the GMF by attempting to obtain 55 percent of the funding from fees, and funding the remaining 45 percent from general revenue. During the FY 2005 service cost analysis, *Maximus* was contracted to review this funding split to determine the amount of time staff spent on fee versus non-fee related activity to determine if the funding split for the GMF warranted adjustment.

Analysis:

Maximus, a nationally recognized consulting firm with expertise and qualifications in studying government fee related services, was hired to review the current permitting fee structure for GEM. In addition, they were tasked with looking at the amount of fee and non-fee related activity associated with the administration of the GMF. The fund is currently budgeted at a 55/45 (fee/general revenue) percent funding split. The study computes total cost for GEM to provide permitting services and non-fee related services to the citizens of Leon County. The

study utilized permitting data from FY 2004 since this is the last complete year permitting revenue was collected using the current fee schedule. To properly reflect the anticipated costs for the next three years, staff has requested that *Maximus* utilize a cost variable based on the proposed FY 2006, FY 2007 and FY 2008 budgets. This cost variable adjustment is currently being considered by *Maximus* and will be reflected in the final report.

Overall, the study concludes that the Department does not cover complete costs for all of its permitting activities. Based on the FY 2004 revenue and permitting data, *Maximus* recommends that fees be increased for building permits by \$161,206 and growth related permits by \$190,686. The latter figure contemplates raising development site plan review fees by \$256,952 and lowering environmental permitting fees by \$66,266. These total fee recommendations will change after *Maximus* applies the cost variable as previously referenced.

In addition, *Maximus* has concluded that the current amount of time GMF staff spends on fee/non-fee related activity is 52/48 percent. This indicates that the amount of time staff spends on non-fee related activity has increased somewhat over the normally budgeted 45 percent non-fee related time.

The BIF will exceed revenue projections for the current fiscal year due to the volume of new construction permitting that has occurred. The BIF is forecast to have a fund balance at the end of FY 2005 of \$825,292 and at the end of FY 2006 of \$713,850. Based on these projections, staff does not recommend increasing the Building Inspection Fees for FY2006. However, given the projected trend of a declining fund balance, staff anticipates that Building Inspection fees needing to be increased in the near future.

GEM has seen a significant increase in the number of residential permits for new homes over the past fiscal year, and there have also been some large commercial projects permitted that have allowed the fund to see an increase over the projected revenue for FY 2005. In addition, there has been an increase in the number of site plan and environmental permits over the past fiscal year that appear to have the 121-GMF on track to meet or slightly exceed the FY 2005 estimated revenue projection of \$1,558,772

Table 1 compares the fee/non-fee revenue support to the FY2006 GMF through implementation of the fee study or remaining with the current fee structure.

Table 1 FY2006 Options for Funding Growth Fund

	Fee Schedule Change	No Fee Change	Difference
Fees	\$1,947,006	\$1,735,551	\$211,455
General Revenue Support	\$1,840,899	\$2,052,354	(\$211,455)
Other (Interest, code fines, etc.)	\$49,833	\$49,833	\$0
GMF Fund Balance *	\$123,725	\$123,725	\$0
Total	\$3,958,932	\$3,958,932	\$0

* For purchase of one-time capital outlay.

Under the current fee structure the GMF is forecast to bring in \$1,735,551 or 45 percent of the total \$3,835,207 operating requested budget for FY 2006. If the new fee/non-fee percentage

(52/48) split is used to budget the GMF, general revenue to the fund would be \$1,840,899. The fund is also forecast to bring in an additional \$49,833 in revenue in the form of interest, code board fines and miscellaneous revenue. This would leave the fund \$211,455 short of the requested FY 2006 budget. The Board could consider raising fees to the level recommended by *Maximus* in order to alleviate this projected shortfall or utilize additional general revenue.

At their May 24, 2005 meeting, the Board finalized appointments to a Growth and Environmental Management Permitting Process Improvement Citizen's Focus Group to review a permit and development workshop package prepared by staff, and to review other ways to improve the current permitting process. This group will provide recommendations to staff on improving the process, and staff will bring these recommendations to the Board during a scheduled November 22, 2005 workshop.

In the workshop package presented to the Board on April 26, 2005, there were permitting modifications outlined that could substantially change the way GEM processes site and development plan approvals, and associated environmental permit applications. These changes could also have a significant impact on how the Department collects fees. **Staff recommends the Board wait to review changes to the development application fees until after the GEM Permitting Process Improvement Citizen's Focus Group has had an opportunity to review the permit process and development initiative workshop package, and other ways to improve the permitting process before looking at increasing the associated permitting fees.** After staff has presented the group's input to the Board at the November 22, 2005 workshop, the Board could direct staff to bring back the fee study for consideration.

Options:

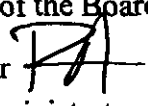
1. Accept the *Maximus* Service Cost Analysis Report, but keep the current fee structure in place for both the Building Inspection Fund, and the Growth Management Fund. For the FY2005/2006 Budget utilize additional General Revenue as necessary to support the Growth Management Fund.
2. Direct staff to agenda the fee study after the Board has considered the recommendations of the GEM Permitting Process Improvement Citizen's Focus Group.
3. Modify the targeted funding split for the Growth Management Fund to the 52/48 (fee/non-fee) percent as recommended by *Maximus*.
4. Accept the *Maximus* Service Cost Analysis, and direct staff to take the appropriate action to change the fee structures for the Building Enterprise Fund and the Growth Management Fund as recommended by *Maximus*.
5. Board Direction.

Recommendation:

Options #'s: 1, 2 & 3 are included in the tentative budget.

Board of County Commissioners

Budget Discussion Item

Date of Meeting: June 14, 2005
Date Submitted: June 8, 2005
To: Honorable Chairman and Members of the Board
From: Parwez Alam, County Administrator 
Vincent Long, Assistant County Administrator
Kim Dressel, Director, Management Services
Alan Rosenzweig, Director, Office of Management and Budget
Subject: Budget Discussion Item on the Creation of a Small Business Enterprise Program and an Economic Development Office

Statement of Issue:

This budget discussion item seeks Board direction as to whether or not it seeks to create a Small Business Enterprise program and an Economic Development office.

Background:

The Leon County Board of County Commissioners Disparity Study, Final Report (Report), prepared by MGT of America, was presented to the Board during a September 14, 2004 workshop. The Board accepted the Report during the workshop and ratified that action during its October 24, 2004 meeting. The Report included a recommendation that the County institute a Small Business Enterprise (SBE) component as part of the County's continued focus of narrowly tailoring its efforts promoting Minority and Women Business Enterprises (M/WBEs), and to encourage the growth and development of local small businesses.

The Report included background information regarding small business procurement preferences and the Small Business Act (Act) whose function is to "aid, counsel, assist and protect, insofar as is possible, the interests of small business concerns." The Act also stipulated that the government agencies would award "fair proportion of procurement contracts to small business concerns."

The Board has discussed, in general terms, the possible creation of a small business program and/or an economic development office, noting that there are several small business programs available within the community and questioning whether the county's functions should be expanded to include an in-house economic development office. Additionally, further analysis regarding the Economic Development Council's (EDC) role in encouraging the growth and development of local small businesses has been requested for additional Board consideration.

Agenda Request: Budget Discussion Item on the Creation of a Small Business Enterprise Program and an Economic Development Office

June 14, 2005

Page 2

Analysis:

The Report included MGT's recommended goals for a continued race- and gender-specific program (such as the M/WBE aspirational goals contained in bids and requests for proposals) and for race- and gender-neutral activities (such as a small business program with possible set asides). MGT's goals, which were detailed by business category and M/WBE classification in the Report, are summarized for ease of reference in Table 1. MGT's race- and gender-neutral goals tend to be higher than the race- and gender-specific goals with the exception of the Construction Prime Contractors and the Professional Services Subconsultants (not included in previous disparity study). Recommended goals will be presented to the Board in the near future, with other recommended policy changes resulting from the Report.

Table 1. Summary of MGT's Recommended Race- and Gender- Specific & Neutral Goals By Business Category and M/WBE Classification		
Business Category by M/WBE Classification	Recommended Race/Gender Neutral Goal (for example, through SBE and other means)	Recommended Race/Gender Conscious Goal (for example, through aspirational goals in RFPs)
Construction Prime Contractors	2%	6%
Construction Subcontractors	18%	3%
Professional Services Consultants	11%	0
Professional Services Subconsultants	8%	27%
Other Services Vendors	12%	0
Materials and Supplies Vendors	6%	1%

The Report also contained the availability of M/WBEs in Leon County's market area (Table 2), identifying for example only 22 Construction Prime Contractors (11% of the total); 19 Professional Services Prime Contractors (12% of the total); 54 Other Services Vendors (14% of the total); and 36 Materials and Supplies Vendors (9% of the total). Programs that encourage the growth and development of local and small business should result in the increased availability of small businesses, M/WBEs as well as non-M/WBEs.

Table 2. Availability of M/WBEs and Non-M/WBEs in Leon County's Market Area					
Business Category	% Available M/WBEs	# Available M/WBEs	% Available Non- M/WBEs	# Available Non- M/WBEs	# Total Firms
Construction Prime Contractors	11.06%	22	88.94%	177	199
Construction Subcontractors	27.30%	68	72.69%	181	249
Professional Services Prime Consultants	11.89%	19	88.13%	141	160
Professional Services Sub-consultants	42.05%	132	57.96%	182	314
Other Services Vendors	14.40%	54	85.60%	321	375

Agenda Request: Budget Discussion Item on the Creation of a Small Business Enterprise Program and an Economic Development Office

June 14, 2005

Page 3

Table 2. (Cont'd) Availability of M/WBEs and Non-M/WBEs in Leon County's Market Area					
Business Category	% Available M/WBEs	# Available M/WBEs	% Available Non-M/WBEs	# Available Non-M/WBEs	# Total Firms
Materials and Supplies Vendors	9.37%	36	90.63%	348	384
<i>Source: M/WBE Disparity Study Report, September 14, 2004</i>					

To provide the Board with a background of current local activities, staff surveyed its M/WBE reciprocal partners and other local programs that provide small business development and economic development services.

Current Local Programs – Reciprocal Partners: The City of Tallahassee and the Leon County School Board (the County's reciprocal certification (M/WBE) partners) do not currently have SBE programs; however, both are moving towards such a program. The City is reviewing other SBE programs for related information and guidance, as they anticipate adding a SBE component. The School Board's staff has indicated there will be a transition to a small business education and development program, from its current race- and gender-specific program. The City has an Economic Development Department (the School Board does not). A summary of the SBE, M/WBE and Economic Development offices and services for the County, City and School Board is provided in Table 3.

Table 3. Leon County, City of Tallahassee & Leon County School Board SBE, M/WBE and Economic Development Offices and Services			
	Leon County	City of Tallahassee	School Board
Has a Small Business Enterprise Program? (race- and gender-neutral)	No	No, will implement a SBE program	No, is transitioning to a small business education and development program
Has a M/WBE Program? (race- and gender-specific)	Yes (a separate division)	Yes (located within the Economic Development Department; oversees the minority business and disadvantaged business enterprise program)	Yes, however reports it is transitioning to a solely race- and gender-neutral component in the future
Has an Economic Development Office?	No	Yes (see Note 1)	No
Relationship with the Economic Development Council (EDC)?	Yes (\$210,000)	Yes (\$150,000)	No

Agenda Request: Budget Discussion Item on the Creation of a Small Business Enterprise Program and an Economic Development Office

June 14, 2005

Page 4

Table 3. (Cont'd) Leon County, City of Tallahassee & Leon County School Board SBE, M/WBE and Economic Development Offices and Services

	Leon County	City of Tallahassee	School Board
Relationship with Florida A&M Small Business Development Center (SBDC)?	Yes (makes cross referrals), member of the Small Business Week Committee	Yes, has a formal partnership to provide the following services for small businesses: business needs assessments, recommend and provide training and technical assistance, monitor participants' progress, and certify successful participants as small business enterprises; member of the Small Business Week Committee	Yes, member of the Small Business Week Committee

Note 1: The City's Economic Development Office was organized by consolidating the downtown development and minority business offices. It includes 9 FTEs with responsibilities that include capital projects in the downtown area as well as serving as city liaison with the local chambers, the EDC, Florida A&M University SBDC, Downtown Improvement Authority, Downtown Merchants and Business Association, Civic Center Authority, John G. Riley House, Innovation Park Board, International Affairs Council, and universities and community colleges on all issues relating to economic development.

Other Current Local Programs: In addition to services offered by the County and its reciprocal partners, staff identified the following local organizations that provide business assistance and/or development services:

- **EDC** - The EDC supports local small businesses through: the Business Accelerator Project, which helps high potential businesses grow; collaborating with the Jim Moran Institute on entrepreneur development; Enterprise Zone (EZ) assistance (helping EZ residents get jobs and EZ businesses grow); EDC sponsorship of the Chamber of Commerce's Small Business Awards; connecting companies seeking venture capital with Florida's venture capital forum; working with local banks in packaging small business loans; evaluation of small business plans for financial feasibility; assisting small businesses in business plan development; assisting existing companies expand; and helping small businesses find locations to do business.

The Board of County Commissioners contracts annually with the EDC to promote job growth and comprehensive economic development in Leon County. On October 12, 2004, the Board approved a performance based contract with the EDC for FY 04/05 to better

Agenda Request: Budget Discussion Item on the Creation of a Small Business Enterprise Program and an Economic Development Office

June 14, 2005

Page 5

evaluate the EDC's progress in attracting new business to Leon County and to link funding to program success. The current contract with EDC contains sixteen (16) key performance objectives, including the following (Attachment # 1):

- Create and/or retain 400 jobs through business recruitment, retention, and expansion efforts. A job is defined as a "filled position paying salary and benefits" and the EDC may only receive credit for jobs in which the employer acknowledges the EDC's assistance played a substantial role in their decision to relocate or expand.
- Serve as the Enterprise Zone Administrator for the Leon County Enterprise Zone.
- Identify partnerships for the creation of business incubator models and provide full site location services to new and expanding businesses.
- Develop a Tallahassee/Leon County major employers' "Supplier List" as possible prospects for recruitment and expanding businesses.
- Produce mid year and annual progress reports to include recruitment, retention/expansion and regional economic development activities.

Payment to the EDC is based upon two separate disbursements for \$105,000 each, based upon the County's review of the progress reports to determine whether adequate progress has been made toward reaching the goals set forth in the current contract. On April 13, 2005, the EDC submitted their Semi-Annual Status Report, providing the County with an update on progress toward meeting their contractual objectives. On April 21, 2005, the County Administrator wrote a letter to the EDC confirming receipt of the status report and advising the EDC that the first FY 04/05 invoice for \$105,000 would be processed for payment. While noting that the EDC was generally compliant with the terms of their contract, the County Administrator also expressed his concern with the EDC's progress in meeting contractual performance measure #1: "Create or retain a total of 400 jobs through business recruitment, retention or expansion efforts" (Attachment #2).

On May 26, 2005, Brad Day, EDC Director, submitted a letter to the County Administrator for inclusion in this budget discussion item. In this letter, Mr. Day provides a broad overview of the economic development services that the EDC currently provides to Leon County for their \$210,000 in annual funding, including (Attachment #3):

- Leverage of over \$600,000 in additional funding from other sources, including \$150,000 from the City of Tallahassee and \$450,000 from over 100 private sector firms, to be utilized for economic development purposes.
- A sales/marketing-focused staff structure including 2 full-time and 5 part-time employees.

Agenda Request: Budget Discussion Item on the Creation of a Small Business Enterprise Program and an Economic Development Office

June 14, 2005

Page 6

- A range of small business services, including efforts to create a \$2 million "business accelerator" program and associated "small business incubation fund." This model, which is currently under development by the EDC, would assist developing companies to grow at a faster rate and expand their market base.
- Reported creation of 499 jobs within the past four years, accounting for \$33 million in new direct and indirect payroll.

The EDC has requested that the contract between the County and the EDC be extended for an additional year at the current funding level of \$210,000. Although staff has expressed concern to the EDC regarding their progress in meeting the contractual job creation/retention target at the midpoint of the current contract period, the EDC has acknowledged this deficiency and has exhibited a good faith effort toward achieving this objective. Additionally, it is evident that creation of a separate, "in-house" economic development division that is charged with the same mission as that of the EDC, with similar staffing levels and programs, would not be as cost efficient for the County as the current contractual method. Creation of a County economic development office would also likely mitigate the leveraging of significant city and private sector funding, as is currently on going. Therefore, funding at the current year level (\$210,000) has been included in the proposed FY 05/06 budget. Moreover, staff intends to bring a separate agenda item to the Board in October 2005 that will report on the EDC's performance in meeting their FY 04/05 contractual goals and to request the Board consideration of a new performance-based contract for FY 05/06.

- **Jim Moran Institute** - The Jim Moran Institute (JMI) provides consultation assistance to rapidly growing businesses in the state of Florida that have been in business for at least three years and with annual sales between \$500,000 and \$25 million. Consultation services include: business plan development; financial planning; valuation of businesses, marketing strategy development; operational improvement; executive coaching and mentoring; referral sources for additional assistance; provide information on new product development; and assistance with family business. JMI has relationships with: Tallahassee Chamber of Commerce through the Mentor/Mentee Program; FAMU Small Business Development Center by referring small businesses; and the Capital City Chambers (a new relationship not completely defined).
- **Florida A&M University Small Business Development Center** - The U.S. Small Business Administration (SBA) administers the Small Business Development Center Program (SBDC) to provide management assistance to current and prospective small business owners. With 50% or less of their funding provided by the SBA, SBDCs offer one-stop assistance to individuals and small businesses by providing a wide variety of information and guidance in branch locations. These services are available to anyone interested in beginning a small business for the first time or improving or expanding an existing small business, which cannot afford the services of a private consultant.

Agenda Request: Budget Discussion Item on the Creation of a Small Business Enterprise Program and an Economic Development Office

June 14, 2005

Page 7

Program services are offered to small businesses through a network of subcenters and satellite locations in each state. Our local SBDC, under the auspices of Florida A&M University (FAMU), offers counseling, training and technical assistance in all aspects of small business management, and includes the development of business plans, assisting small businesses with financial, marketing, production, organization, engineering and technical problems and feasibility studies.

The SBDC has developed a process for small business development and has established a local network of partners for additional business assistance support for their clients. The SBDC begins this process by completing a business needs assessment on all new clients. Through the assessment, the client's business deficiencies are determined and the client receives the appropriate training, counseling and technical assistance in the identified deficiencies. The client's success is tracked throughout the entire process. Upon successful completion of the training and counseling, the client is certified by the SBDC as a small business enterprise. The SBDC completes a progress report and refers the client to SBDC partners for subsequent levels of support and competitive procurement opportunities. Additional details are provided in Attachment #4,

Comparable Florida Counties: Beyond our local community, staff contacted ten (10) comparable counties regarding their M/WBE offices, Small Business Enterprise (SBE) offices, and Economic Development offices (Attachment #5). Staff additionally sought information regarding each county's relationship with its local EDC and SBDC. The counties contacted were Alachua, Bay, Collier, Escambia, Lake, Manatee, Marion, Okaloosa, Osceola and St. Lucie.

- SBE and M/WBE Offices: None of the comparable counties reported having a small business or a minority business office. That stated, Alachua County advised that it accepts state M/WBE certifications; certifies SBEs; and reported that it seeks a 15% M/WBE-SBE participation level on various bids and RFPs. Additionally, Manatee County reported it also accepts the state's M/WBE certification and has M/WBE aspirational goals for state transportation projects.
- Economic Development Offices: Lake, Osceola and St. Lucie counties reported having an Economic Development office, none of which targeted small businesses in particular.
 - Lake County's Department of Economic Development and Tourism acts as a liaison between companies and government and promotes three incentive programs: Jobs Growth Investment Trust Fund, Impact Fee Deferral Program, and Fast-track Permitting.

Agenda Request: Budget Discussion Item on the Creation of a Small Business Enterprise Program and an Economic Development Office

June 14, 2005

Page 8

- Osceola County's Economic Development Department, referred to as RED (Real Economic Development), promotes the area, education and networking opportunities for business and the general population of Osceola County, as well as incentives to targeted industries.
- St. Lucie County's Department of Growth Management oversees the Economic & Tourist Development Division, as well as the Planning Division, and, "...ensures that land use planning and economic development occur in a rational and quality manner."

Other Florida Local Governments: As the comparable Florida counties reported not having SBE and M/WBE programs, staff expanded its search for models and identified three local government entities in Florida with SBE and M/WBE offices and programs:

- Hillsborough County's Economic Development Department "...administers programs that sustain and encourage the economic growth of the local economy, including programs that stimulate the creation of quality jobs for the skilled and semi-skilled work force." The department includes the following programs: Agriculture Industry Development, Business and Industry Development, Corporate Business Development, Minority/Small Business Enterprise, Small Business Information Center, Tourism Development, and it spearheads Workforce Investment Act Programs.

Hillsborough County's Minority/Small Business program includes two components: one targets disadvantaged women and minorities (with similarities to Leon County's M/WBE program) and the other targets small businesses (its SBE program). The SBE program design does not foster the start-up of new businesses; rather it encourages the participation and continuation of existing small businesses. Relative to the SBE component, the office provides registration services. A summary of its SBE eligibility criteria follows: principally domiciled in Hillsborough County; independently owned and operated; employing 25 or fewer permanent full-time employees; annual gross sales in professional consulting, contractual services and commodities averaged over the previous three years not exceeding \$1 million, or not exceeding \$2 million for construction; established for a period of one year prior to application and serving a commercially useful function; and franchises, subsidiaries and affiliates are not eligible. Eight (8) hours of businesses training with either the County's Small Business Information Center (which is also under the Economic Development Department) or the University of South Florida SBDC is required for re-certification.

Benefits provided by Hillsborough County's SBE program include set-asides: capital construction projects valued at less than \$200,000 may be set aside for bidding by registered SBE firms only; purchase of competitively bid commodities may be set-aside for registered

Agenda Request: Budget Discussion Item on the Creation of a Small Business Enterprise Program and an Economic Development Office

June 14, 2005

Page 9

SBEs (set-asides shall be economically feasible contracts or portions of contracts); and professional consulting services for miscellaneous projects may be set-aside for competition among registered SBE consulting firms only.

- The City of Tampa's Economic Development division is responsible for the following departments: Business and Housing Development; Minority Business Development; Tampa Convention Center; and Urban Development. The Minority Business Development Department includes M/WBE and SBE programs. Tampa's SBE program does not target start-up businesses – they must be in existence for at least six months prior to application. Certification is limited to businesses: that are domiciled in Hillsborough, Pasco, Pinellas, Manatee or Polk Counties; that are independently owned and operated; employing 25 or fewer permanent, full time employees; with a business average grow annual sales over the previous three-year period of \$2 million or less; and in business for a minimum of six months. It is designed to be a set-aside program, meaning that only small businesses (regardless of race and gender) will be allowed to bid on a specified bid. Additionally, there must be at least three (3) certified SBE businesses that can provide the needed services or products. SBEs are referred to the University of South Florida's SBDC for business counseling and training.
- Jacksonville's Procurement Department includes an Equal Business Opportunity Office, which administers the Jacksonville Small and Emerging Business Program (JSEB). To be certified to participate in JSEB, a business must meet the following criteria: a citizen or lawfully admitted permanent resident of the United States with either Duval County residency for at least one year - or have an established Jacksonville business for at least three years plus residency in Duval, St. Johns, Nassau, Baker, or Clay County for at least one year; personal net worth less than \$605,000; 3-year average gross receipts with limits ranging from \$1 million to \$3 million depending upon the business area; program participation of 15 years or less; own and control more than 51% of the business; and be a for-profit business. M/WBEs must meet the JSEB criteria as well as race/gender criteria. Its ordinance provides for the sunset of the M/WBE program in five-year period through annual reduction in aspirational goals. The JSEB program processes applications for certification, determines set asides and monitor project participation. The office makes referrals to the local SBDC, University of North Florida, the Chamber's Small Business Center and other business support organizations to provide business counseling and training. The office advised that it is now incorporating a business/technology education and training component into their existing program.

Additionally, staff reviewed the M/WBE and SBE program operated by the City of Phoenix's Community and Economic Development Department. Through its Business Assistance Office, the department provides an array of business assistance including: community business development (to address the needs of un-served/under-served markets and mature commercial centers) and industrial

Agenda Request: Budget Discussion Item on the Creation of a Small Business Enterprise Program and an Economic Development Office

June 14, 2005

Page 10

revenue bond financing (which allows manufacturers to use Tax Exempt Industrial Revenue Bonds through the Phoenix Industrial Development Authority). The Economic Development Department refers small businesses to the Maricopa Community College's Small Business Development Center (for classes such as "Starting a Successful Small Business" and experienced counselors to provide information on operating a business, including developing a business plan) and to the Arizona Department of Commerce Small Business Assistance Center.

Phoenix's Equal Opportunity Department carries out the city's programs and policies that prohibit discrimination in employment, housing, education and public awareness. The department certifies minority, women, disadvantaged and small businesses, and administers the SBE and M/WBE programs. The SBE Incentive Programs include: (1) bid incentives for goods and general services provides (the city may reserve specified goods and general services contracts for exclusive competition among certified SBE firms); and (2) subcontracting goals on public works construction projects (the city will establish SBE subcontracting utilization goals on selected public works projects; prime contractors who bid on these projects will be required to make good faith efforts to identify and subcontract with certified SBE firms to meet the goals, which will be established on the trades necessary to the project and the availability of certified firms in those trades).

Summary: Within our area there are a number of organizations that provide business assistance and/or development. The programs tend to dovetail with one another without real overlapping of services (Table 4):

1. While the EDC does provide services to small businesses, its primary focus is to provide economic development by enticing new businesses to the area, developing and retaining existing businesses.
2. JMI assists businesses throughout the state that have been operating for at least three years and with annual sales between \$500,000 and \$25,000,000.
3. The FAMU SBDC is the primary source for small business start-up assistance, as well as guidance throughout the business' life (Attachment #4 summarizes their training and services available to all small businesses as well as those interested in starting a business). It has established relationships with the JMI and the EDC, as neither organization provides assistance for business startup.
4. SBE (race- and gender-neutral) programs focus on expanding procurement participation to small businesses that have been in operation for a requisite period of time (perhaps six to twelve months prior to application). Programs may have set asides for particular procurement opportunities. The SBE program does not typically provide business startup or management training; that is typically provided through SBDCs, universities, etc. A formal partnership has been developed between the City of Tallahassee and the SBDC to provide

Agenda Request: Budget Discussion Item on the Creation of a Small Business Enterprise Program and an Economic Development Office

June 14, 2005

Page 11

services (business needs assessment, business training, monitoring and certification) to small businesses.

5. M/WBE (race- and gender-specific) programs focus on increasing procurement participation by small, minority- and women-owned businesses through aspirational goals set for bid and RFP opportunities. The trend is that entities with M/WBE programs are moving towards the addition of race- and gender-neutral program components.

Table 4. Focus of Local Business Assistance and Economic Development Programs

	M/WBE (Minority/Women Business Enterprise Program; Race & Gender Specific)	SBE (Small Business Enterprise Program; Race & Gender Neutral)	SBDC (Small Business Development Center)	EDC (Economic Development Council)
Aspirational Goals for Procurement Participation	Yes (narrowly targeted)	Yes	N/A	N/A
Set Asides in Limited Procurements	No (likely challenged on constitutional grounds)	Yes (limited risk for challenge on constitutional grounds)	N/A	N/A
Recruits Businesses to the Area and Expands Business Opportunities	No	No	Provides technical assistance	Yes
Typically Assists with Business Start-up (including development of business plans)	No	No	Yes	Yes
Specifically Targets Services to Small Businesses	No	Yes (focuses on increasing participation in procurement; not business startup; limited to business in operation for a minimum time period prior to application (ex. 6-12 months minimum))	Yes	Yes

Staff has been working through a committee process to develop a small business program component for the Board's consideration; City and School Board staff members serve on the committee. As with other SBE models, and consistent with MGT's recommendation, staff anticipates providing the Board with policy considerations that are anticipated to modify its M/WBE aspirational goals in line with the Report's recommendations; entice procurement participation by local small businesses that have been operational for a requisite period of time (perhaps through set-asides as well as aspirational goals in particular procurement opportunities if there is a minimum number of potential competing vendors); dual certification of M/WBEs so that they are also certified SBEs; and develop a more formal arrangement with the SBDC for referrals, training for small businesses, certifications, etc. Therefore, particular procurement opportunities could have MBE and/or SBE aspirational goals or SBE set-asides, or perhaps no goals or set asides at all.

Agenda Request: Budget Discussion Item on the Creation of a Small Business Enterprise Program and an Economic Development Office

June 14, 2005

Page 12

The City has not yet received MGT's report; the School Board is not updating its disparity study; and their plans have not been fully developed for the transition to include a SBE component. The City and School Board are reportedly moving in a comparable path (the School Board perhaps transitioning solely to a race- and gender-neutral program, with emphasis on small business education, and the City linking more formally with the SBDC relative to referrals, training for small businesses, certifications, so forth). The SBDC has offered to provide the same services it is providing to the City to small businesses referred to the SBDC by Leon County (Attachment #6) at no cost during the 12-month transition/pilot period. Their services would include assessment of training needs, small business training, tracking small businesses competencies attainment, certification of small businesses that have achieved full competencies, referral of SBDC certified small businesses to the County, and staff training. There is no budget impact during the FY 05/06 fiscal year.

With the EDC recently moving to a performance-based contract seven (7) months ago, staff does not recommend bringing economic development in as a staff function at this time. The recommended budget includes EDC funding at the current year's level of funding.

Options:

1. Direct staff to return to the Board for further direction once it has more fully defined its recommendations for adding a SBE component, to enhance procurement participation by local small businesses, which includes FAMU SBDC providing assessments, training, referrals and certification services at no cost.
2. Do not develop an in-house economic development office, and pursue the continuation of the County's current contract with the EDC, and direct staff to return to the Board for contract renewal consideration after analyzing the EDC's end of the year report.
3. Direct staff not to further develop a SBE program.
4. Develop an in-house economic development office, and pursue the continuation of the County's current contract with the EDC, and direct staff to return to the Board for contract renewal consideration after analyzing the EDC's end of the year report.
5. Board Direction.

Recommendation:

Options 1 and 2

Attachments:

1. FY 04/05 EDC Contract
2. EDC's Semi-annual Report and PA's Letter
3. Brad Day's Letter

Agenda Request: Budget Discussion Item on the Creation of a Small Business Enterprise Program
and an Economic Development Office

June 14, 2005

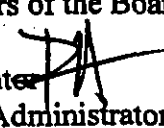

Page 13

4. SBDC Services
5. Survey of Comparable Counties
6. Rob Nixon's Memo

Board of County Commissioners Agenda Request

Date of Meeting: October 12, 2004
Date Submitted: October 6, 2004

To: Honorable Chairman and Members of the Board

From: Parwez Alam, County Administrator 
Vincent Long, Assistant County Administrator 

Subject: Approval of the Economic Development Council Agreement for
FY 2004/2005 in the Amount of \$210,000

Statement of Issue:

This agenda item requests Board approval of the Agreement between the County and the Economic Development Council (EDC) for FY 2004/05 for the provision of comprehensive economic development services (Attachment #1).

Background:

The Board contracts annually with the EDC to promote job growth and comprehensive economic development in Leon County. Previously, the Agreement with the EDC has been implemented concurrent with the passing of the County budget. The Board approved \$210,000 in funding for the EDC in FY 2003/04 (Attachment #2).

At the December 3, 2003 Board Retreat, emphasis was placed on the importance of economic development, and listed economic development as one of the "Top Ten 2004 Board Retreat Priorities" (Attachment #3). Staff was directed to develop a performance-based agreement with the EDC to evaluate its progress in attracting new business to Leon County and link funding to program success. On September 21, 2004, the Board approved the FY 2004/05 budget, which included a \$210,000 appropriation for the EDC.

Analysis:

The mission of the Economic Development Council of Tallahassee/Leon County, Inc. (EDC) is to create high-wage jobs, with benefits, by marketing, on a national basis, the community's strengths, as well as assisting local employers in expanding their businesses. The EDC receives funding from the County, the City, and membership dues. The Board has contracted with, and funded, the EDC since 1995. The EDC's funding request for fiscal year 2004/05 is for \$210,000 (Attachment #4). This request includes \$25,000 for the Economic Development Investment Fund local match for EFI-Qualified Targeted Industries Incentive (QTI) and \$35,000 for the Business Retention and Expansion Program.

**Agenda Request: Approval of the Economic Development Council Agreement for FY 2004/05
in the Amount of \$210,000**

October 12, 2004

Page 2

To comply with the Board's direction, staff has worked with the EDC to develop a performance-based Agreement for FY 2004/05. This Agreement includes the following key elements

- Creation and/or retention of 400 jobs through business recruitment, retention, and expansion efforts. A job is defined as a "filled position paying salary and benefits" and the EDC may only receive credit for jobs in which the employer acknowledges the EDC assistance played a substantial role in the business' decision to relocate or expand.
- Serve as Enterprise Zone Administrator for the Leon county Enterprise Zone.
- Identify partnerships for creation of business incubator models and provide full site location services to new and expanding businesses.
- Develop Tallahassee/Leon County major employers' "Supplier List" as possible prospects for recruitment and relocation opportunities.
- Survey at least 150 of Tallahassee/Leon County's major employers to discuss areas of critical concern.
- Produce mid-year and annual progress reports to include recruitment, retention/expansion, and regional economic development activities.

If the Board approves the proposed Agreement, the County will disburse \$210,000 to the EDC in two installments. The first installment of \$105,000 would be distributed on November 15, 2004. This payment is subject to the County receiving and reviewing an invoice, with the EDC annual performance report, to determine whether adequate progress has been made towards reaching the goals set forth in the FY 2003/04 Agreement.

The second disbursement of \$105,000 will be distributed in May 2005. Prior to the payment of the second disbursement, the County will receive and review the EDC's semi-annual report to the Board in order to determine whether adequate progress has been made toward reaching the goals set forth in the FY 2004/05 Agreement. The County will have the discretion to either release the remaining funds, or a portion thereof, or require further documentation at that time. If, at fiscal year's end, the job-related goals have not been met, the County may require repayment of a proportional share of the \$210,000 funding. The proposed Agreement allows for the carry-forward of the number of jobs to be created by the EDC, should the target of 400 new jobs not be met this year.

Options:

1. Approve the Economic Development Council Agreement for FY 2004/2005 in the amount of \$210,000.
2. Do not approve the Economic Development Council Agreement for FY 2004/2005.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. EDC Agreement for FY 2004/05
2. EDC Agreement for FY 2003/04
3. 2004 Board Priorities
4. EDC Funding Request for FY 2004/05

AGREEMENT

Attachment # 1
Page 2 of 35

THIS AGREEMENT is made and entered into this ____ day of _____, 2004, by and between Leon County, Florida, a political subdivision of the State of Florida ("County") and The Economic Development Council of Tallahassee/Leon County, Inc. ("Grantee").

WHEREAS, Leon County, by and through its Board of County Commissioners, at its final public hearing on the fiscal year 2004/05 budget on the 21st day of September, 2004 approved a disbursement of \$210,000.00, including \$25,000.00 for Economic Development Investment Fund local match for EFI-Qualified Target Industries Incentive (QTI), out of the County's General Funds effective October 1, 2004 for the following reason(s):

1. Create or retain a total of 400 jobs through business recruitment, retention and expansion efforts. A job is defined as a filled employment position paying salary and benefits. The EDC may only take credit for jobs in which the employer acknowledges the assistance provided by EDC playing a material role in the decision to relocate or expand.
2. Serve as Enterprise Zone Administrator for EZ 3701. Coordinate Enterprise Zone Development Agency Board.
3. Enhance the EDC Web site by redesigning the homepage, simplifying navigation, and creating "Project Tomorrow" investor section. Maintain site decision-making criteria, including demographics, labor data, major employers, etc.
4. Serve on the Leon County Fairgrounds Citizens' Advisory Committee and participate in Southern Strategy Area Economic Development Plan.
5. Identify partnerships for creation of incubator models.
6. Implement and direct business retention program. Survey at least 150 of Tallahassee/Leon County's major employers as part of the business retention program by conducting interviews and focus groups discussing areas of critical concern. Work in coordination with FAMU Small Business Development Center and other related organizations.
7. Develop Tallahassee/Leon County major employers "Supplier List" as possible prospects for recruitment and relocation opportunities.
8. Provide full site location services to new and expanding businesses.
9. Contact organizations and publications (i.e. *Money Magazine*, *Forbes*) responsible for ranking Tallahassee/Leon County in credible, national analyses of cities for purposes of citing criteria/background data.
10. Provide economic analysis of job creation annual results in terms of new taxes generated and overall economic impact. The EDC will conduct periodic surveys of

companies it has assisted to determine the actual number of jobs created versus their original projections.

11. Continue to broaden the public relations and educational efforts to inform the community of the benefits of economic diversification. This will be accomplished by making presentations to civic and social groups throughout the region.
12. Continue to coordinate Capital Region economic development (specifically to provide site selection and other services to Gadsden and Wakulla Counties).
13. Request continued participation on the Board of Directors for Florida's Great Northwest, Inc., which serves as a regional economic development and marketing organization. Maintain active involvement on committees and task forces.
14. Continue to coordinate volunteer-driven industry sector roundtables to promote business expansions: Association Management; Commercial Real Estate/Development; Distribution; Health Care; Manufacturing; Tal Tech Alliance.
15. Produce mid-year and annual progress reports to include recruitment, retention/expansion, and regional economic development activities.
16. Continued implementation of "Project Tomorrow" program as private sector funding sources with an annual goal of \$350,000.

WHEREAS, the Grantee has on file with the Board of County Commissioners of Leon County a "Funding Request Application" dated the 25th day of March 2004, in which the Grantee set out and identified the activities which it would undertake as a community service and identified the person or persons responsible for overseeing and assuring that those services would be delivered, and;

WHEREAS, the Grantee is a not for profit organization (501c3); and

WHEREAS, the funding herein is not to be construed by the Grantee as a continuing obligation on the part of the County; and

WHEREAS, the parties are desirous of reducing their intention to writing:

NOW THEREFORE, in consideration of the premises and mutual covenants contained herein, the parties to this Agreement do agree as follows:

1. The County hereby expresses its intent to disburse from its General Funds \$210,000.00 for the use and benefit of the Grantee, who hereby agrees to provide those services as set forth in the first Whereas clause and numbers 1-16.

Notwithstanding the intention of the County to make these disbursements, the County specifically

reserves the right to reduce, increase, or totally withdraw its financial commitment to the Grantee at any time and for any reason.

2. The disbursement of funds by the County to the Grantee shall be disbursed in two installments. The first installment shall be issued after the County receives an invoice for the services performed and is subject to funds totaling \$105,000.00 being appropriated effective November 15, 2004 (except for the provisions of #5 of this part).
3. The Grantee shall provide the County with a semi-annual performance report on meeting fiscal year 2004/05 program objectives and an annual financial audit for fiscal year 2003/04, no later than the 15th working day of May 2005 for fiscal year 2004/05.
4. "If the grantee expends less than \$300,000 in a year from all funding, the grantee is exempt from County audit requirements for that year. However, the agency will still be responsible for producing unaudited financial statements. If the grantee expends \$300,000 or more in a fiscal year from the County, State, Federal, and all other funding, an independent public accountant shall be employed to conduct a financial and compliance audit of its records. In addition to the above, the grantee shall provide the County, for their review, a copy of any audit received. All audits shall be submitted to the County within thirty days of receipt of issued report. The County reserves the right to conduct financial and program monitoring and to perform an audit of the Agency's records. An audit by the County shall encompass an examination of all financial transactions, all accounts and reports, as well as an evaluation of compliance with the terms and conditions of this AGREEMENT."
5. Prior to the release of funding totaling \$105,000.00, in November, 2004, the County may review the annual performance report to determine whether adequate progress has been made towards reaching the goals set forth in the fiscal year 2003/04 contract (Incorporated herein as Attachment B), as well as the goals listed in the Request for Funding for fiscal year 2004/05 (Incorporated herein as Attachment A). Prior to the release of funding, totaling \$105,000.00 in May, 2005, the County may review the semi-annual report to determine whether adequate progress has been made towards reaching the goals set forth in this contract. The County shall have the discretion to release the remaining funds or a portion thereof or to require further documentation. If at year-end, the job related goals have not been met, the County may require repayment of a proportional share of the \$210,000.00 of funding provided or it may carry forward those jobs to be created, thereby increasing the number of jobs to be achieved in the next year.
6. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the parties hereto, or as constituting either party as the agent or representative of the other for any purpose. Grantee is not authorized to bind County to any contracts or other obligations and shall not expressly or implied represent to any party that Grantee and County are partners or that Grantee is the agent or representative of County.
7. The Grantee will comply with all applicable laws, ordinances, and regulations governing their operations.

8. In the event the County makes the disbursement, the Grantee shall maintain and keep any and all records necessary to substantiate that the Grantee has expended funds consistent with the activities as set out in its "Funding Request Application."
9. The Grantee shall produce to the County upon request any and all records that the County may direct to determine that the monies distributed to it by the County are being spent in accordance with the "Funding Request Application."
10. The Grantee shall conduct its funded activities in such a manner as to provide for nondiscrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, or political affiliation or beliefs. Therefore, the Grantee agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Florida Human Rights Act, and the American Disabilities Act of 1990.
11. The Grantee agrees to indemnify and hold harmless the County from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Grantee, its delegates, agents or employees, or due to any act or occurrence or omission or commission of the Grantee, including but not limited to costs and a reasonable attorney's fee. The County may at its option, defend itself or allow the Grantee to provide the defense.
12. This agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Florida.

IN WITNESS WHEREOF, the parties hereto have set their hands this _____ day of _____, 2004.

LEON COUNTY, FLORIDA

BY: _____
Jane G. Sauls, Chairman
Board of County Commissioners

ATTEST:

Bob Inzer, Clerk of Circuit Court

By: _____

Approved as to Form:

By: _____
Herbert W. A. Thiele, Esq.
County Attorney

Name of Organization

By: _____

As Its: _____

Attest: _____

As Its: _____

AGREEMENT

THIS AGREEMENT is made and entered into this 15th day of March, 2003, by and between Leon County, Florida, a political subdivision of the State of Florida ("County") and The Economic Development Council of Tallahassee/Leon County, Inc. ("Grantee").

WHEREAS, Leon County, by and through its Board of County Commissioners, at its final public hearing on the fiscal year 2003/04 budget on the 23rd day of September, 2003 approved a disbursement of \$210,000.00 out of the County's General Funds effective October 1, 2003 for the following reason(s):

1. To continue a city/county economic development program.
2. For the Expansion, Retention and Recruitment of targeted businesses generating 550 jobs for Tallahassee and Leon County.
3. To provide site location services to new and expanding businesses.
4. To provide economic/demographic publications and research.
5. To assess needs of existing businesses by telephone, mail survey and solicitation visits.
6. To assist County Chair or designated commissioners in community presentations or economic development workshops.
7. To coordinate the "Capital Region" Economic Development Initiatives.
8. To coordinate the Association Industry Task Force designed to retain and attract Associations to the Capital Region.

WHEREAS, the Grantee has on file with the Board of County Commissioners of Leon County a "Funding Request Application" dated the 20th day of March 2003, in which the Grantee set out and identified the activities which it would undertake as a community service and identified the person or persons responsible for overseeing and assuring that those services would be delivered, and;

WHEREAS, the Grantee is a not for profit organization (501c3); and

WHEREAS, the funding herein is not to be construed by the Grantee as a continuing obligation on the part of the County; and

WHEREAS, the parties are desirous of reducing their intention to writing:

NOW THEREFORE, in consideration of the premises and mutual covenants contained herein, the parties to this Agreement do agree as follows:

1. The County hereby expresses its intent to disburse from its General Funds \$210,000.00 for the use and benefit of the Grantee to fund expenses as described in page 1, paragraph 2, numbers 1-8.

Notwithstanding the intention of the County to make this disbursement, the County specifically reserves the right to reduce, increase, or totally withdraw its financial commitment to the Grantee at any time and for any reason.

2. The disbursement of funds by the County to the Grantee shall be disbursed in a lump sum after the Office of Management and Budget (OMB) receives an invoice for the services performed and is subject to funds being appropriated effective November 15, 2003.
3. The Grantee will provide the County with a annual status report on meeting program objectives, unless exempted under Section 3, no later than the 15th working day November 2004 for fiscal year 2003/04.
4. "If the grantee expends less than \$300,000 in a year from all funding, the grantee is exempt from County audit requirements for that year. However, the agency will still be responsible for producing unaudited financial statements. If the grantee expends \$300,000 or more in a fiscal year from the County, State, Federal, and all other funding, an independent public accountant shall be employed to conduct a financial and compliance audit of its records. In addition to the above, the grantee shall provide the County Office of Management and Budget (OMB), for their review, a copy of any audit received. All audits shall be submitted to the County OMB within thirty days of receipt of issued report. The County reserves the right to conduct financial and program monitoring and to perform an audit of the Agency's records. An audit by the County shall encompass an examination of all financial transactions, all accounts and reports, as well as an evaluation of compliance with the terms and conditions of this AGREEMENT."
5. Prior to the release of funding in October, 2003, OMB shall review the annual report to determine whether adequate progress has been made towards reaching the goals set forth in the Three Year Strategic Plan, Fiscal Year 1999-2002. OMB shall have the discretion to release the remaining funds or a portion thereof or to require further documentation. If at year-end, the job related goals have not been met, the County may require repayment of a proportional share of the \$210,000.00 of funding provided or it may carry forward those jobs to be created, thereby increasing the number of jobs to be achieved in the next year.
6. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the parties hereto, or as constituting either party as the agent or representative of the other for any purpose. Grantee is not authorized to bind County to any contracts or other obligations and shall not expressly or implied represent to any party that Grantee and County are partners or that Grantee is the agent or representative of County.
7. The Grantee will comply with all applicable laws, ordinances, and regulations governing their operations.

8. In the event the County makes the disbursement, the Grantee shall maintain and keep any and all records necessary to substantiate that the Grantee has expended funds consistent with the activities as set out in its "Funding Request Application."
9. The Grantee shall produce to the County upon request any and all records that the County may direct to determine that the monies distributed to it by the County are being spent in accordance with the "Funding Request Application."
10. The Grantee shall conduct its funded activities in such a manner as to provide for nondiscrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, or political affiliation or beliefs. Therefore, the Grantee agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Florida Human Rights Act, and the American Disabilities Act of 1990.
11. The Grantee agrees to indemnify and hold harmless the County from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Grantee, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Grantee, including but not limited to costs and a reasonable attorney's fee. The County may at its option, defend itself or allow the Grantee to provide the defense.
12. This agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Florida.

IN WITNESS WHEREOF, the parties hereto have set their hands thi
2004

Attachment # 1
Page 11 of 35



LEON COUNTY, FLORIDA

BY: Jane G. Sauls
Jane G. Sauls, Chairman
Board of County Commissioners

ATTEST:

Bob Inzer, Clerk of Circuit Court

By: [Signature]

Approved as to Form:

By: [Signature]
Herbert W. A. Thiele, Esq.
County Attorney

The Economic Development Council
of Tallahassee / Leon County Inc.
Name of Organization

By: [Signature]

As Its: President

Attest: [Signature]

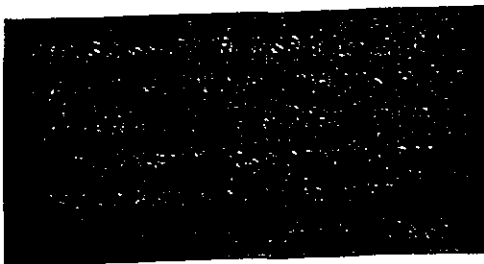
As Its: VP, Finance & Administration



Leon County Top Priorities 2003-2004

① Water Quality/Total Maximum Daily Load (TMDL) Standards

- Develop a program to measure the amount of pollutants entering water bodies and implement new regulations to comply with and enforce federal and state standards.



② Joint Dispatch/Emergency Operations Center (EOC)

- Pursue the development of a Leon County/Tallahassee Joint Law Enforcement Dispatch /EOC.

③ Leon County Charter Amendment

- Pursue Leon County Charter amendment to address countywide stormwater issues.

④ Protection of North Florida Water Resources

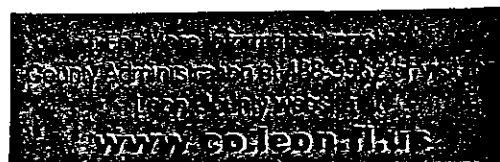
⑤ Economic Development

- Maintain focus on recruitment and expansion of small businesses and job creation.
- Develop a performance contract with the Economic Development Council (EDC) to evaluate its progress in attracting new businesses to Leon County.

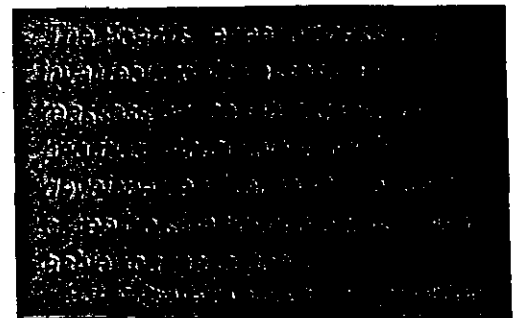
⑥ Eliminate Emergency Medical Services (EMS) Municipal Services Taxing Unit (MSTU)

⑦ Women's Health Center on Southside

- Evaluate the need for a women's health center at the Bond Community Health Clinic.



Bill Proctor, District 1
922-2455
Jane Sauls, District 2
922-7190
Dan Winchester, District 3
410-2223
Tony Grippa, District 4
487-4747
Bob Rackleff, District 5
921-5555
Cliff Thaeff, At Large
922-7188
Rudy Maloy, At Large
922-4848



⑧ Community/Teen Centers

- Extend Leon County's lease with the Leon County School Board for the Ft. Braden Community Center.
- Explore using schools for after hours youth programs.
- Evaluate a dinner program for kids after school.

⑨ Funding for 90East (Mahan Drive) to I-10

⑩ Southern Strategy

- Involve the private sector in further developing the Southern Strategy to address housing, schools, and transportation.
- Explore the impact the FSU and FAMU Master Plans will have on Southside neighborhoods.

03-24-04 A10:44

MEMORANDUM

TO: Alan Rosenzweig, Director
Leon County
Office of Budget & Management

FROM: Sue Dick, President
The Economic Development Council of Tallahassee/Leon County, Inc.

DATE: Thursday, March 25, 2004

RE: FY 2004 - 2005 Funding Request

The Economic Development Council of Tallahassee/Leon County, Inc. (EDC) is requesting funding in the amount of \$175,000 for EDC Fiscal Year 2004-2005 [which includes recommendation by County Chairman and County Administrator of \$25,000 for Economic Development Investment Fund local match for EFI-Qualified Targeted Industries Incentive (QTI)]; plus an additional \$35,000 for Business Retention/Expansion Program, for a total request of \$210,000. An Executive Summary of Services (Attachment A) is enclosed, as well as a proposed budget for Fiscal Year 2004-2005 (Attachment D).

The EDC will continue to implement "Project Tomorrow", a five-year (2002-2006) private sector fundraising campaign. This campaign has been projected to generate \$350,000 per year in private sector contributions.

In the wake of the state government downsizing, it is imperative that a continued effort be made in the retention and recruitment of private sector industry. State agencies in Tallahassee have lost more than 1,600 jobs in the past four years and that trend is anticipated to continue.

NON-DEPARTMENTAL FUNDING REQUEST APPLICATION

TO: Leon County, Florida

FROM: The Economic Development Council of Tallahassee/
Leon County, Inc., P. O. Box 1639, Tallahassee, FL 32302

DATE: March 22, 2004

Organization or Agency representative or contact who has full authority and responsibility for providing Leon County with information and documentation on all activities, services and expenditures associated with this request.

Name: Sue M. Dick

Mailing address of Representative/Contact:

P.O. Box 1639, Tallahassee, FL 32302

Telephone: (Home) 383-1067 (Work) 224-8116

Completing This Questionnaire

1. Please read this questionnaire thoroughly before attempting to complete.
2. Please type or clearly print your responses to the questions.
3. All questions should be fully answered in order for this non-departmental funding request to be processed and evaluated as quickly as possible. If more space is needed, attach additional sheets as necessary.
4. Incomplete requests will be returned to the representative or contact identified above for correction and resubmission.

Please be sure to complete the attached Proposed Expenditure Plan (line-item budget) for your requested funding. Return completed application to:

Office of Management & Budget
Attn: Shanea Wilks
301 South Monroe Street Room 502
Tallahassee, Florida 32303

If you have any questions regarding this application, contact Shanea Wilks at (850)488-9775.

PROJECT INFORMATION

1. Specific project or event for which this funding is requested:
Economic Development Program for Tallahassee/Leon County, Inc. (EDC) and the Capital Region (Gadsden, Leon and Wakulla Counties).
2. Date event or project will begin and end:
Begin: October 1, 2004 End: September 30, 2005
3. What services will be provided if funding is approved?
(Please note Attachment A - Executive Summary of Services). Act as the primary marketing agent for Tallahassee and the Capital Region for business retention, expansion and recruitment as related to value-added, private sector job creation. Additionally, the EDC will serve as the source for economic and market-related trends.
4. What segment(s) of Leon County's population is intended to be served or benefit from this project or event?
All segments of the community and region will benefit from the initiatives. The EDC has broad community representation as evidenced by its public/private partnerships, memberships and Roundtable Industry Sector Programs. Eligible workforce as well as current governmental employees would have the opportunity to benefit from private sector recruitment. Targeted programs to address the Southern Strategy have been created. The Vice President Business Development-Retention/Expansion will be the contact.
5. Outline the phases and time frames in which this project or event will be accomplished if funded.
Fiscal Year 2005 (October 1, 2004 - September 30, 2005)
6. If this funding request is not approved, what would be the impact on your agency, project or event for which funding is sought?
New business establishments and existing business retentions and expansions, in terms of jobs created, would be significantly reduced. Additionally, business assistance and services would be negatively affected. Existing companies located in Leon, Gadsden and Wakulla Counties would not have existing resources available through the EDC.
7. What other agencies in Leon County (governmental, non-profit, private) provide service(s) similar to those which would be provided by this funding?
None.

AGENCY INFORMATION

8. How long has the organization, agency or individual been in operation? 13 Years
9. Does the organization, agency or individual have a 501(c)(3) status?
- No _____ Yes X

FUNDING INFORMATION

10. Total cost of project or event: \$767,808.05
11. Amount of funding requested from Leon County:
- \$175,000 [which includes recommendation by County Chairman and County Administrator of \$25,000 for Economic Development Investment Fund local match for EFI-Qualified Targeted Industries Incentive (QTI)]; plus an additional \$35,000 for Business Retention/Expansion Program. Total Request = \$210,000
12. Date by which funding is needed: October 1, 2004
13. If funded, would Leon County be the sole funding source for this project or event?
- No: X Yes: _____
14. List all others from whom you have received approval of funding, the amount requested and approved, and the dates you received funding.

DATE	AGENCY	AMT. REQUESTED	AMT. APPROVED
1/92	City of Tallahassee	\$75,000	\$75,000
1/93	City of Tallahassee	\$75,000	\$75,000 (Changed to Fiscal Year)
FY 1995 - 10/94	City of Tallahassee	\$75,000	\$75,000 (Mid-Year funding)
FY 1996 - 10/95	City of Tallahassee	\$120,000	\$120,000 (Mid-Year funding)
FY 1997 - 10/96	City of Tallahassee	\$120,000	\$118,750 (Mid-Year funding)
FY 1998 - 10/97	City of Tallahassee	\$150,000	\$120,000 (Mid-Year funding)
FY 1999 - 10/98	City of Tallahassee	\$175,000	\$175,000 (includes \$25,000 for ED Investment Fund)

FY 2000 - 10/99	City of Tallahassee	\$175,000	\$175,000 (includes \$25,000 for ED Investment Fund)
FY 2001 - 10/00	City of Tallahassee	\$175,000	\$175,000 (includes \$25,000 for ED Investment Fund)
FY 2002 - 10/01	City of Tallahassee	\$175,000	\$175,000 (includes \$25,000 for ED Investment Fund)
FY 2003 - 10/02	City of Tallahassee	\$175,000	\$175,000 (includes \$25,000 for ED Investment Fund)
FY 2004 - 10/03	City of Tallahassee	\$175,000	\$175,000 (includes \$25,000 for ED Investment Fund)

15. List all alternative sources and amounts of funding requested but not approved for this project or event. Describe actions to secure funding.

DATE	AGENCY	AMT. REQUESTED
October 2001 - December 2006	Private Sector Campaign - "Project Tomorrow"	\$350,000 per year
	(5 year commitment)	\$1.75 Million
	Interest Income	
	Potential funding from region's counties to include Gadsden and Wakulla	\$10,000

Describe actions to secure funding. Targeted Marketing Plan implemented prior to and during fiscal year. Formation of private sector recruitment task force for both local and regional funding opportunities. Private sector campaign, "Project Tomorrow", assessment conducted March 2001 - June 2001. Fifty private sector/corporate prospects interviewed and assessed for multi-year contribution level. Initial campaign conducted October 1, 2001 - March 2002 with 100 companies targeted. Five year campaign revenue goal - \$1.75 million. Ongoing Partner Retention Program conducted with dedicated staff.

16. Why is this funding requested? In your response, specify how this request correlates with one or more of the following criteria:

- I. A substantial loss of essential services.
- II. Loss of funding for mandated services for which Leon County is legally required to provide.
- III. Funding which reduces or eliminates the potential for personal injury or harm.
- IV. Funding which will prevent substantial damage to or loss of property.

The EDC will contract with Leon County to implement initiatives identified in the Economic Element of the Comprehensive Plan and will continue to represent Tallahassee and Leon County as the primary economic development contact.

The funding of the EDC directly correlates with the criteria of "I. A substantial loss of essential services." This proposal directly correlates with economic diversification. (Please note

Attachment B: Analysis of State Job Cuts)

The EDC would generate countywide economic impact through the retention and creation of 400 jobs. An economic impact analysis has been attached indicating the actual impact to the City/County tax base for Fiscal Year 1995-Fiscal Year 2004.
(Please note Attachment C: Economic Impact)

17. Will this project or event recur every year?
No: _____ Yes: X

If "Yes", please respond to the following:

a. How long will it take to complete the project?
Years: * Ongoing Months: _____

**The EDC program is ongoing from year to year.*

b. Would funding by Leon County be required in subsequent years for successful completion of the project?
No: _____ Yes: X

If "yes", estimate the amount of next year's funding request: \$185,000-\$210,000

The total overall funding amount to be requested from Leon County for this project: assessed annually

18. Is this project, event, or study part of a larger project?
No: X Yes: _____

If yes, identify the larger project: _____

19. Will Leon County be asked to fund additional costs associated with the larger project?
No: X Yes: _____

20. Has Leon County ever contributed funds to this event or project in the past?
No: _____ Yes: X

If "Yes", list date(s), recipient or agency, project title and amount of funding:

Date: April 1992
Recipient or agency: Project 2010
Project Title: _____
Funding Level: -0-

Date: April 1993
 Recipient or agency: Project 2010
 Project Title: _____
 Funding Level: -0-

Date: FY 1995 - April 1994
 Recipient or agency: Project 2010
 Project Title: Mid-Year Funding
 Funding Level: \$25,000

Date: FY 1996 - April 1995
 Recipient or agency: Economic Development Council of Tallahassee/Leon County, Inc.
 Project Title: Mid-Year Funding
 Funding Level: \$50,000

Date: FY 1997 - October 1996
 Recipient or agency: Economic Development Council of Tallahassee/Leon County, Inc.
 Project Title: Mid-Year Funding
 Funding Level: \$45,000

Date: FY 1998 - October 1997
 Recipient or agency: Economic Development Council of Tallahassee/Leon County, Inc.
 Project Title: Mid-Year Funding
 Funding Level: \$100,000

Date: FY 1999 - October 1998
 Recipient or agency: Economic Development Council of Tallahassee/Leon County, Inc.
 Project Title: Mid-Year Funding
 Funding Level: \$175,000 (*includes \$25,000 for Economic Development Investment Fund)

Date: FY 2000 - October 1999
 Recipient or agency: Economic Development Council of Tallahassee/Leon County, Inc.
 Project Title: Mid-Year Funding
 Funding Level: \$175,000 (*includes \$25,000 for Economic Development Investment Fund)

Date: FY 2001 - October 2000
 Recipient or agency: Economic Development Council of Tallahassee/Leon County, Inc.
 Project Title: Mid-Year Funding
 Funding Level: \$175,000 (*includes \$25,000 for Economic Development Investment Fund)

Date: FY 2002 - October 2001
 Recipient or agency: Economic Development Council of Tallahassee/Leon County, Inc.
 Project Title: Mid-Year Funding
 Funding Level: \$175,000 (*includes \$25,000 for Economic Development Investment Fund)

Date: FY 2003 - October 2002
 Recipient or agency: Economic Development Council of Tallahassee/Leon County, Inc.
 Project Title: Mid-Year Funding
 Funding Level: \$175,000 (*includes \$25,000 for Economic Development Investment Fund); *plus \$35,000 for Business Development Campaign.

Date: FY 2004 -- October 2003
Recipient or agency: Economic Development Council of Tallahassee/Leon County, Inc.
Project Title: Mid-Year Funding
Funding Level: \$175,000 (*includes \$25,000 for Economic Development Investment Fund); *plus \$35,000 for Business Development Campaign.

PROPOSED EXPENDITURE PLAN

Provider/ Recipient	Line Item	Unit Price	Quantity	Total Cost
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(Please see Attachment D: Budget)

100% of requested funding level must be represented in the above proposed expenditure plan. If the project is supported by other funding sources, please attach a total proposed expenditure plan, inclusive of the funding source.

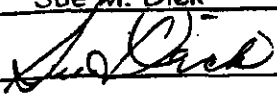
22. Attach a copy of the Agency's most recent financial report.

(Please see Attachment E: Financial Statement)

CERTIFICATION

I, the undersigned representative of the agency or organization or individual making this request, certify that to the best of my knowledge all statements contained in this request and its attachments are true and correct.

Printed Name: Sue M. Dick

Signature: 

Date Signed: March 22, 2004

**EXECUTIVE SUMMARY OF SERVICES
PROVIDED TO LEON COUNTY, FLORIDA****ECONOMIC DEVELOPMENT COUNCIL OF TALLAHASSEE/LEON COUNTY
FY 2004-2005**

1. Create or retain a total of 400 jobs through business recruitment, retention and expansion efforts.
2. Serve as Enterprise Zone Administrator for EZ 3701. Coordinate Enterprise Zone Development Agency Board.
3. Enhance the EDC Web site by redesigning homepage, simplifying navigation, and creating Project Tomorrow investor section. Maintain site decision-making criteria, including demographics, labor data, major employers, etc.
4. Serve on the Leon County Fairgrounds Citizens' Advisory Committee and participate in Southern Strategy Area Economic Development Plan.
5. Identify partnerships for creation of incubator models.
6. Implement and direct business retention program. Survey at least 150 of Tallahassee/Leon County's major employers as part of the business retention program by conducting interviews and focus groups discussing areas of critical concern. Work in coordination with FAMU Small Business Development Center and other related organizations.
7. Develop Tallahassee/Leon County major employers "Suppliers List" as possible prospects for recruitment and relocation opportunities.
8. Provide full site location services to new and expanding businesses.
9. Contact organizations and publications (i.e. *Money Magazine*, *Forbes*) responsible for ranking Tallahassee/Leon County in credible, national analyses of cities for purposes of citing criteria/background data.
10. Provide economic analysis of job creation annual results in terms of new taxes generated and overall economic impact.
11. Continue to broaden the public relations and educational efforts to inform the community of the benefits of economic diversification. This will be accomplished by making presentations to civic and social groups throughout the region.
12. Continue to coordinate Capital Region economic development (specifically to provide site selection and other services to Gadsden and Wakulla Counties).
13. Request continued participation on the Board of Directors for Florida's Great Northwest, Inc., which serves as a regional economic development and marketing organization. Maintain active involvement on committees and task forces.

14. Continue to coordinate volunteer-driven industry sector roundtables to promote business expansions: Association Management; Commercial Real Estate/Development; Distribution; Health Care; Manufacturing; Tai Tech Alliance.
15. Produce mid-year and annual progress reports to include recruitment, retention/expansion, and regional economic development activities.
16. Continued implementation of "Project Tomorrow" program as private sector funding source with an annual goal of \$350,000.

**ENTERPRISE ZONE BUSINESS DEVELOPMENT AND
MARKETING PROGRAM**Attachment A
Page 23 of 35**ECONOMIC DEVELOPMENT COUNCIL OF TALLAHASSEE/LEON COUNTY
FY 2004-2005**

The key objective of the Economic Development Council of Tallahassee/Leon County, Inc.'s (EDC) Enterprise Zone Business Development and Marketing Program is to enhance the local quality of life by creating and preserving job and business opportunities within the local Enterprise Zone.

Measures of Success

Tracked and documented on the Business Needs Assessment Survey:

- Existing jobs
- New jobs
- New capital investment
- Program usage rates
- Space requirements
- Business needs

Action Items

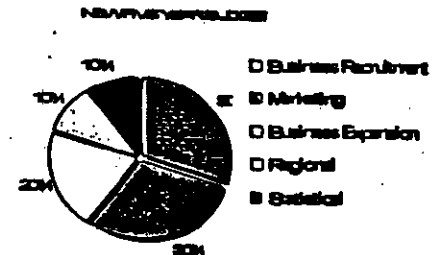
1. Serve as the Administrator of the Enterprise Zone, 3701, charged with the responsibilities which include:
 - acting as a clearinghouse of information on the Enterprise Zone.
 - assisting businesses with activities related to applying for Zone incentives.
 - marketing the Zone through public forums and workshops.
 - responding to inquiries regarding the Zone and its programs from the general public
2. On an on-going basis, update collateral materials on the Enterprise Zone and its programs.
3. Continue to conduct site visits and Business Needs Assessment Surveys to businesses located within the Enterprise Zone.
4. Strategically place Enterprise Zone marketing materials for prospects. For example: County/City permitting offices, libraries, governmental kiosks, etc.
5. Use public television and radio for infomercials highlighting the Enterprise Zone. Additionally, a five to eight minute video may be produced to highlight Enterprise Zone geography, incentive programs, recipients and positive activities.
6. Place periodic advertisements regarding the Enterprise Zone programs in local newspapers, including smaller, community publications and minority newsletters.
7. Continue to conduct Enterprise Zone forums/workshops (at least three annually) at locations within the Zone's geographic area.

8. Work with the Small Business Development Center and Tallahassee Community College to provide technical assistance related to business development for companies located within the Enterprise Zone.
9. Continue to coordinate the Enterprise Zone Development Authority board meetings. Invite Enterprise Zone-based businesses to attend.
10. Develop Enterprise Zone Web page complete with program descriptions, key contacts, applications and instructions, and an incentive calculator. Also, establish links to the State of Florida Enterprise Zone, City and County Web sites.
11. Maintain an electronic database of sites and facilities within the Enterprise Zone for business retention, recruitment or expansion.

EXECUTIVE SUMMARY OF
STRATEGIC PLAN, FISCAL YEARS 2004-2006ECONOMIC DEVELOPMENT COUNCIL OF TALLAHASSEE/LEON COUNTY
FY 2004-2005**Business Retention and Expansion**

Continue to facilitate the creation, retention and expansion of local companies necessary to promote quality employment and investment opportunities.

Work closely with Leon County, the City of Tallahassee, the universities and community college, as well as private sector partners to leverage technical and financial resources to support progressive business development.



Continue to coordinate industry sector roundtables to promote business expansions:

- Association Management
- Commercial Real Estate/Development
- Distribution
- Health Care
- Manufacturing
- Tal Tech Alliance

Support the expansion of bioscience, biotechnical industries and advanced technologies via commercialization of locally driven research and development.

Coordinate the Enterprise Zone program and related economic development incentives to effect positive redevelopment within the Zone.

Continue to participate in initiatives to revitalize the Southside, the Fairgrounds Area, the Community Redevelopment Area, Downtown Tallahassee, Frenchtown and other targeted areas.

Business Recruitment

Continue recruitment of new capital investment and jobs to the area, focusing on businesses in targeted industry sectors.

Maintain effective relationships with national site selection consultants via quarterly e-mail correspondence and meetings during visits to select cities. Annually host a Tallahassee/Leon County Familiarization Tour.

Maintain available commercial buildings and development sites in a web-based database.

Serve as a clearinghouse for economic development information critical to the business attraction process.

Attend key consultant events, marketing sales missions and conferences, including:

- CoreNet Global Summit
- Dallas sales mission
- New York/New Jersey sales mission
- ~~Atlanta sales mission~~
- Industry-specific trade shows
- Atlanta business development luncheon
- Florida Economic Development Council Legislative Conference & Workshop

Attachment # 1
PAGE 26 of 35

Marketing

Successfully market the advantages of relocating or expanding a business in Tallahassee/Leon County and enhance the image of the region as a preferred business location nationally and internationally.

Regional Promotion

Partner with Regional economic development entities such as

- Gadsden County Industrial Development Authority
- Wakulla County Economic Development Council
- Florida's Great Northwest
- Enterprise Florida

Statistical Data/Research

Provide economic research and market analysis needed by existing companies in Tallahassee/Leon County and those companies interested in expanding or relocating to the region.

**STATE JOBS ANALYSIS
CALENDAR YEAR 2003**

Attachment # 1
Page 27 of 35

**ECONOMIC DEVELOPMENT COUNCIL OF TALLAHASSEE/LEON COUNTY
FY 2004-2005**

STATE EMPLOYMENT IN 2004 WILL LOOK A LOT LIKE 2003

With slightly less than 31,000 jobs in Leon County, the State of Florida is the area's most important employer. The Economic Development Council monitors changes in state employment and assesses their economic impact to adjust its marketing, retention and workforce development strategies to the area's current needs and as an aid to local officials in their policymaking.

The most objective measure of state employment is the "State of Florida - State Payrolls Tabulation of State Employment by County and Department," compiled monthly by the Florida Department of Banking and Finance. Analysis of these reports over time reveals internal trends in employment by agency and by major budget entities like Florida A&M University and Florida State University. The EDC concentrates its analysis on full-time state employment. While part-time or "OPS" employees constitute about a quarter of the state workforce, they account for less than 10% of state payroll.

From December 1999 through February 2003, robust hiring at the two universities has mitigated a steady erosion of state agency employment. Over those four-plus years, the number of people being paid full-time at state agencies declined by 1,663. But FAMU and FSU added 870 jobs to the local economy, reducing the net loss of jobs during the period to 763. In general the jobs added at FAMU and FSU were much higher paying than the state jobs lost elsewhere, resulting in minimal disruption to the local economy.

Still year 2003 was the worst year by far for state agency job reductions, with 650 fewer people receiving paychecks from the state as at the end of the prior year. Agencies hit hardest were State (-156), Management Services (-120), Corrections (-76), Revenue (-64), Children and Families (-56), Transportation (-53), Workforce Innovation (-45) and Education (-42). But FAMU and FSU continued to add workers at the same robust rate that has characterized their hiring patterns since year 2000, offsetting the state agency cuts with 373 new hires. See *Attachment B-1*.

The 2003 number may be a statistical anomaly - the two institutions' net number of employees dropped by 94 in the first two months of this year, while state agencies shed another 98 positions. See *Attachment B-2*, and for a multiyear summary, see *Attachment B-3*.

As has been the case in recent years, the jobs added by the universities generally were high paying, pushing FAMU's payroll to a 2.9% increase over the previous year and FSU's payroll to a 7.9% increase. FAMU and FSU payrolls account for about 30% of total state payroll in Leon County, but with state-agency payroll down fractionally, overall state payroll grew by a scant 1.7% - less than half the 3.8% growth rate registered in 2003 and well below the 2003 inflation rate of 2.3%. Thus in real terms, overall state payroll declined slightly in 2003.

The trends for 2004 point to another year of overall job reductions in the state workforce in Leon County, though not to the degree of 2003. The weak start in the first two months of the year,

with overall jobs dropping by nearly 200, suggests that last year's budget cuts are continuing to ripple through the state labor force. But the prospects for a less austere state budget should reduce the number of agency cuts in the latter half of this year. Overall, the EDC estimates that Leon County will lose another 300 state jobs in 2004.

On a positive note, Convergys, which is in the process of taking over the State of Florida's human resources and payroll functions, is now fully operational with 250 employees in Leon County. A significant number of other job cuts at state agencies – for example, at Management Services – were the result of outsourcing, and the vendors winning those outsource contracts are adding employees to service those contracts in Leon County. The EDC is working toward tracking these jobs more precisely and hopes to incorporate that data into its next report at the end of FY2004.

State Job Cuts in Leon County 2003
as measured by paychecks issued by Comptroller

ATTACHMENT B-1

Attachment # 1
29 of 35

TALLAHASSEE				
Agencies, Commissions, Court System	Dec-02	Dec-03	Net Chg	Pct
State	599	443	-156	-26.0%
Management Services	1,188	1,068	-120	-10.1%
Corrections	930	851	-79	-8.5%
Revenue	2,022	1,958	-64	-3.2%
Children And Families	1,613	1,557	-56	-3.5%
Transportation	1,167	1,114	-53	-4.5%
Agency For Workforce Innovation	574	529	-45	-7.8%
Education	1,393	1,351	-42	-3.0%
Highway Safety And Motor Vehicles	1,302	1,274	-28	-2.2%
Justice Administration	272	247	-25	-9.2%
Lottery	273	250	-23	-8.4%
Juvenile Justice	412	391	-21	-5.1%
Environmental Protection	1,492	1,475	-17	-1.1%
State Court System	385	374	-11	-2.9%
Public Service Commission	340	330	-10	-2.9%
Community Affairs	313	305	-8	-2.6%
Administrative Hearing	106	102	-4	-3.8%
Veterans' Affairs	10	6	-4	-40.0%
Elder Affairs	147	144	-3	-2.0%
Financial Services	1,671	1,671	0	0.0%
Fish And Wildlife Conservation	361	361	0	0.0%
Executive Office Of The Governor	258	258	0	0.0%
Legal Affairs	452	452	0	0.0%
Parole Commission	77	80	3	3.9%
Law Enforcement	902	907	5	0.6%
Health	2,057	2,065	8	0.4%
Agency For Health Care Administration	762	771	9	1.2%
Business And Professional Regulation	680	700	20	2.9%
Agriculture And Consumer Services	967	1,041	74	7.7%
Agencies, Commissions, Court System	22,725	22,075	-650	-2.9%
Legislative Branch	874	868	-6	-0.7%
Auditor General	234	224	-10	-4.3%
University Of Florida	17	21	4	23.5%
Florida A&M University	1,801	1,830	29	1.6%
Florida State University	5,489	5,845	356	6.5%
University-Related, Legislative Branch	8,415	8,788	373	4.4%
NET CHANGE IN FILLED POSITIONS	31,140	30,863	-277	-0.9%

Monthly Payroll (includes OPS)	Dec-02	Dec-03	Net Chg	Pct
FAMU Monthly Payroll	\$ 9,003,056	\$ 9,261,788	\$ 258,732	2.9%
FSU Monthly Payroll	\$ 26,089,051	\$ 28,138,816	\$ 2,049,765	7.9%
Total Monthly State Payroll	\$ 116,827,822	\$ 118,838,341	\$ 2,010,519	1.7%
Monthly Payroll ex-Universities	\$ 81,735,715	\$ 81,437,737	\$ (297,978)	-0.4%

Source: Office of Comptroller Tabulation of State Payroll by County and Department

**State Job Cuts In Leon County YTD through Feb. 2004
as measured by paychecks issued by Comptroller**

ATTACHMENT B-2

TALLAHASSEE				
Agencies, Commissions, Court System	Dec-03	Feb-04	Net Chg	Pct
Management Services	1,068	1,007	-61	-5.7%
Revenue	1,958	1,942	-16	-0.8%
Transportation	1,114	1,098	-16	-1.4%
Financial Services	1,671	1,658	-13	-0.8%
State Court System	374	364	-10	-2.7%
Business And Professional Regulation	700	690	-10	-1.4%
Children And Families	1,557	1,549	-8	-0.5%
Executive Office Of The Governor	258	252	-6	-2.3%
Agency For Workforce Innovation	529	524	-5	-0.9%
Juvenile Justice	391	386	-5	-1.3%
Administrative Hearing	102	97	-5	-4.9%
Public Service Commission	330	325	-5	-1.5%
Environmental Protection	1,475	1,470	-5	-0.3%
Education	1,351	1,348	-3	-0.2%
Lottery	250	248	-2	-0.8%
Elder Affairs	144	142	-2	-1.4%
Parole Commission	80	79	-1	-1.3%
Agriculture And Consumer Services	1,041	1,040	-1	-0.1%
Veterans' Affairs	6	6	0	0.0%
Fish And Wildlife Conservation	361	362	1	0.3%
Legal Affairs	452	453	1	0.2%
Health	2,065	2,067	2	0.1%
State	443	447	4	0.9%
Highway Safety And Motor Vehicles	1,274	1,278	4	0.3%
Community Affairs	305	313	8	2.6%
Law Enforcement	907	915	8	0.9%
Justice Administration	247	261	14	5.7%
Agency For Health Care Administration	771	785	14	1.8%
Corrections	851	871	20	2.4%
Agencies, Commissions, Court System	22,075	21,977	-98	-0.4%
Florida State University	5,845	5,734	-111	-1.9%
Auditor General	224	224	0	0.0%
University Of Florida	21	22	1	4.8%
Legislative Branch	868	871	3	0.3%
Florida A&M University	1,830	1,843	13	0.7%
University-Related, Legislative Branch	8,788	8,694	(94)	-1.1%
NET CHANGE IN FILLED POSITIONS	30,863	30,671	-192	-0.6%

Monthly Payroll (includes OPS)	Dec-03	Feb-04	Net Chg	Pct
FAMU Montly Payroll	\$ 9,261,788	\$ 9,524,656	\$ 262,868	2.8%
FSU Monthly Payroll	\$ 28,138,816	\$ 28,409,352	\$ 270,536	1.0%
Total Monthly State Payroll	\$ 118,838,341	\$ 119,413,949	\$ 575,608	0.5%
Monthly Payroll ex-Universities	\$ 81,437,737	\$ 81,479,941	\$ 42,204	0.1%

Payroll Snapshot Leon County 2002 - Feb. 2004*

ATTACHMENT B-3

2002

Monthly Payroll (includes OPS)	Dec-01	Dec-02	Net Chg	Pct
FAMU Montly Payroll	\$ 8,330,332	\$ 9,003,056	\$ 672,724	8.1%
FSU Monthly Payroll	\$ 24,506,603	\$ 26,089,051	\$ 1,582,448	6.5%
Total Monthly State Payroll	\$ 112,572,310	\$ 116,827,822	\$ 4,255,512	3.8%
Monthly Payroll ex-Universities	\$ 79,735,375	\$ 81,735,715	\$ 2,000,340	2.5%

2003

Monthly Payroll (includes OPS)	Dec-02	Dec-03	Net Chg	Pct
FAMU Montly Payroll	\$ 9,003,056	\$ 9,261,788	\$ 258,732	2.9%
FSU Monthly Payroll	\$ 26,089,051	\$ 28,138,816	\$ 2,049,765	7.9%
Total Monthly State Payroll	\$ 116,827,822	\$ 118,838,341	\$ 2,010,519	1.7%
Monthly Payroll ex-Universities	\$ 81,735,715	\$ 81,437,737	\$ (297,978)	-0.4%

Dec 2003 - Feb 2004

Monthly Payroll (includes OPS)	Dec-03	Feb-04	Net Chg	Pct
FAMU Montly Payroll	\$ 9,261,788	\$ 9,524,656	\$ 262,868	2.8%
FSU Monthly Payroll	\$ 28,138,816	\$ 28,409,352	\$ 270,536	1.0%
Total Monthly State Payroll	\$ 118,838,341	\$ 119,413,949	\$ 575,608	0.5%
Monthly Payroll ex-Universities	\$ 81,437,737	\$ 81,479,941	\$ 42,204	0.1%

State Employment in Leon County 2000 - Feb. 2004

Total State Jobs	Begin Year	End Year	Net Chg	Pct
2000	31,434	31,236	(198)	-0.6%
2001	31,236	31,117	(119)	-0.4%
2002	31,117	31,140	23	0.1%
2003	31,140	30,863	(277)	-0.9%
Dec 2003 - Feb 2004	30,863	30,671	(192)	-0.6%
Total End 1999 - Feb 2004			(763)	-2.4%

Agencies, Court System	Begin Year	End Year	Net Chg	Pct
2000	23,610	23,137	-473	-2.0%
2001	23,137	22,807	-330	-1.4%
2002	22,807	22,725	-82	-0.4%
2003	22,725	22,075	-650	-2.9%
Dec 2003 - Feb 2004	22,075	21,977	(98)	-0.4%
Total End 1999 - Feb 2004			(1,633)	-6.9%

University, Legislative Branch	Begin Year	End Year	Net Chg	Pct
2000	7,824	8,099	275	3.5%
2001	8,099	8,310	211	2.6%
2002	8,310	8,415	105	1.3%
2003	8,415	8,788	373	4.4%
Dec 2003 - Feb 2004	8,788	8,694	(94)	-1.1%
Total End 1999 - Feb 2004			870	11.1%

* In 2000, the university system changed the way it reports payroll to the Comptroller making comparisons prior to 2002 problematic.

ATTACHMENT C-1

EDC Results - Private Sector

The EDC Record FY1995- March 2004
 What 1,600 jobs mean to existing businesses in Tallahassee*
 Annual economic impact and contribution to the private sector in 2004

Industry	Job	Average Salary	Annual Payroll	Total Payroll
Information Technology	853	\$47,307.00	\$40,352,871	\$ 109,425,102
Telecommunications	244	\$34,017.41	\$8,300,248	\$ 72,950,068
Distribution	181	\$40,706.02	\$7,367,789	\$200,612,687
Engineering Services	54	\$50,891.44	\$2,748,138	
Manufacturing	20	\$39,875.35	\$797,507	
Healthcare	130	\$36,892.29	\$4,795,998	
Miscellaneous	57	\$40,070.86	\$2,284,039	
Media	20	\$39,998.62	\$799,972	
Financial Services	41	\$40,392.56	\$1,656,095	
Total Jobs/Payroll	1,600		\$69,102,658	
Jobs Created as a Result				
Support Industry for ...	546	\$43,536.74	\$23,767,575	
Information Technology	156	\$25,160.81	\$3,929,112	
Telecommunications	132	\$32,689.80	\$4,319,304	
Distribution	35	\$39,832.99	\$1,376,628	
Engineering Services	21	\$26,656.14	\$549,116	
Manufacturing	95	\$29,264.55	\$2,777,206	
Healthcare	51	\$30,823.74	\$1,581,258	
Miscellaneous	13	\$30,768.17	\$393,833	
Media	52	\$31,521.74	\$1,628,413	
Financial Services			\$40,322,444	
Total Support Jobs/Payroll	1,100			
				\$ 109,425,102
				\$ 72,950,068
				\$200,612,687
				80%
In selected categories...				
Owner-occupied housing				10.7% \$ 21,555,904
Groceries				9.0% \$ 18,046,633
Recreation				8.4% \$ 16,903,656
Hospitals and nursing				7.4% \$ 14,902,532
Clothing, accessories and jewelry				6.4% \$ 12,901,407
Restaurant meals				5.0% \$ 10,122,474
Physicians				3.7% \$ 7,493,260
Tenant-occupied housing				3.7% \$ 7,420,226
Auto repair and maintenance				2.8% \$ 5,656,462
New and used autos				2.6% \$ 5,215,930
Education and research				2.4% \$ 4,725,282
Telephone				1.9% \$ 3,805,057
Computers, electronics				1.8% \$ 3,523,877
Electricity				1.6% \$ 3,293,821
Furniture and furnishings				1.6% \$ 3,209,803
Higher education				1.3% \$ 2,541,574
Health insurance				1.1% \$ 2,117,978
Legal Services				1.0% \$ 2,006,127
Dentists.....				1.0% \$ 1,920,787
Air service				0.6% \$ 1,150,281
Magazines, newspapers				0.5% \$ 1,062,641

Sources: Economic Development Council Survey of Actual Jobs Created, 1985, 2002; updated Mar. 2004
 Florida Bureau of Labor Market Information ES202 Wages for Leon County, extrapolated to 2004
 U.S. Department of Commerce Regional Economic Information System
 U.S. Census Bureau, Income, Wealth and Consumption 1988

* Figures adjusted for recent closings

EDC Results - Local Tax Base

The EDC Record FY1995 - March 2004

Audited jobs created

What 1,600 Jobs Mean to the City of Tallahassee, Leon County and Leon County Schools
Annual Economic Impact and Contribution to City/County Tax Base in 2004

Jobs Created	Industry	Jobs	Average Salary*	Annual Payroll	Impact on Tax Base	Multipliers
Information Technology		853	\$47,307.00	\$40,352,871	Final Impact on local economy (payroll x multiplier)	3.1
Telecommunications		244	\$34,017.41	\$8,300,248	Portion involved in local retail activity	67%
Distribution		181	\$40,706.02	\$7,367,789	Portion retail activity subject to sales tax	42%
Engineering Services		54	\$50,891.44	\$2,748,138	State sales tax revenue	6%
Manufacturing		20	\$39,875.35	\$797,507	Total Annual Local Option Sales Tax Revenues	1.5%
Healthcare		130	\$36,892.29	\$4,795,998	Ad valorem taxes and city utility revenues**	
Miscellaneous		57	\$40,070.86	\$2,284,039	Employee	1,600
Media		20	\$39,998.62	\$799,972	CommercialSF@ 200 SF/Employee	200
Financial Services		41	\$40,392.56	\$1,656,095	Appraised Value @ \$75/sf	75
Total Jobs/Payroll		1,600		\$69,102,658	Equipment value @ 20% of bldg costs	20%
					City Tax Revenue @ 3.5 mills	3.5
					County Tax Revenue @ 8.6 mills	8.6
					School System Revenue @ 10 mills	10
					Utilities Revenue @ \$0.75/SF	\$0.75
					Total Annual Ad Valorem Tax, Utility Revenues	\$ 876,480

* Average salary paid by industry in Leon in 2002, adjusted by average increase in salaries in 2003 and 2004 per the Florida Bureau of Labor Market Information and U.S. Department of Labor.

** Figures do not include residential ad valorem taxes and city utilities fees paid by workers and their families.

Economic Development Council of Tallahassee/Leon County, Inc
Statement of Activities
Proposed Budget

Attachment # 1
Page 34 of 35
ATTACHMENT D

Proposed 2004-05
Budget

Income

Income

Advertising	8,000.00
Capital Regional Partnership	10,000.00
Dues Bartered	0.00
Equipment Rental to COC	0.00
Golf Tournament	0.00
Grants - City of Tallahassee	150,000.00
Grants - Leon County	185,000.00
In-Kind Chamber	42,253.00
Interest Income	700.00
Miscellaneous Revenue	
Private Sector Funding	375,000.00
Sponsorship	0.00

Total Income 770,953.00

Total Income 770,953.00

Expense

Bad Debt Expense-Membership Due	20,000.00
Depreciation	16,000.00
Miscellaneous Expense	
Oper Exp	
Accounting, audit	14,000.00
Advertising & P.R.	48,000.00
Auto	6,200.00
Business Retention	35,000.00
Computer & Web Operations	9,000.00
Contract Services - Consulting	0.00
Dues/publications/subscriptions	5,000.00
Equipment op./maint./purchase	12,000.00
Florida's Great Northwest	15,000.00
Golf Tournament	0.00
Industry Sector Committees	2,500.00
Insurance	2,400.00
Interest	2,000.00
Office Supplies	4,000.00
Postage	2,000.00
Printing	16,000.00
Project Development	25,000.00
Quarterly Meetings & Committees	11,000.00
Recognition & awards	1,500.00
Rent in-kind	42,253.00
Staff seminars	2,500.00
Taxes, licenses, fees, other	1,200.00
Telephone	4,200.00

Total Oper Exp 260,753.00

Pers Exp

Statement of Activities

Proposed Budget

ATTACHMENT D

Proposed 2004-05

Budget

401K EDC Match, administration	5,500.00
Contract Services	40,000.00
Health Insurance	29,295.25
Payroll Outsourcing	1,900.00
Payroll Taxes	28,013.00
Salaries	362,684.80
WC/UC	3,662.00
Total Pers Exp	471,055.05
Total Expense	767,808.05
Net Income	3,144.95



Commissioners:
WILLIAM C. PROCTOR, JR.
District 1
JANE G. SAULS
District 2
DAN WINCHESTER
District 3
TONY GRIPPA
District 4
BOB RACKLEFF
District 5
ED DEPUY
At-Large
CLIFF THAELL
At-Large
PARWEZ ALAM
County Administrator
(850) 488-9962
HERBERT W.A. THIELE
County Attorney
(850) 487-1008

BOARD OF COUNTY COMMISSIONERS

April 21, 2005

301 South Monroe Street
Tallahassee, Florida 32301
(850) 488-4710

Attachment # 2
Page 1 of 33

R. Bradley Day, Executive Director
Tallahassee-Leon County Economic Development Council
100 N. Duval Street
Tallahassee, FL 32302

Dear Mr. Day:

I am writing to inform you that I am in receipt of the invoice for \$105,000 from the EDC and am processing same for payment in full at this time. However, this letter is also to express my concern regarding the level of progress made by the EDC during the past 6 months in meeting each of the contract's key performance measures (Attachment #1).

The contract for FY 04/05 between the County and the EDC outlines sixteen (16) specific performance targets for the EDC to meet or exceed. The EDC's Semi-Annual Status Report updates the County on the progress in meeting these objectives to date (Attachment #2). While a number of performance objectives are on pace to be met, I am concerned with the EDC's progress in meeting performance measure #1: "Create or retain a total of 400 jobs through business recruitment, retention or expansion efforts." As you reported, although EDC is currently working on numerous active projects to generate new jobs, *"No companies assisted by the EDC have made expansion or relocation announcements in the first two quarters of Fiscal Year 2004-2005."*

It is my expectation that significant progress will be made during the last two quarters of this fiscal year toward meeting the job creation contractual performance goal. I am also hopeful that the EDC will work closely to update the County on any progress made in meeting all performance measures in the months ahead. The Board will address economic development issues during their June 14th Workshop on the FY 05/06 Budget and at their June 28th Workshop on Economic Development. Please coordinate with my office to take part in this important economic development review process.

Should you have any questions on this issue, please do not hesitate to contact myself or Ben Pingree, Assistant to the County Administrator, at #488-9962.

Sincerely,

Parwez Alam
County Administrator

CC: The Honorable Leon County Board of County Commissioners
Vincent Long, Assistant County Administrator
Benjamin H. Pingree, Assistant to the County Administrator
Sue Dick, President, Greater Tallahassee Chamber of Commerce



Semi-Annual Status Report

April 13, 2005



Presented by:
R. Bradley Day
Executive Director
rbday@taledc.com
850.521.3110

April 13, 2005

Leon County Board of Commissioners
Office of the Leon County Board of Commissioners
Leon County Courthouse
Tallahassee, Florida 32301

Subject: EDC Mid-year report

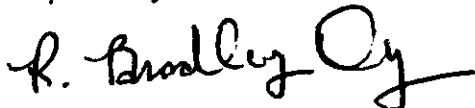
Dear Commissioners:

The Economic Development Council of Tallahassee / Leon County, Incorporated (or EDC) is your economic development agency. The EDC is a public-private partnership of Leon County, City of Tallahassee, Higher Education, workforce entities, and top area business firms. The EDC is the sole entity within the community with the expertise to execute a professional level economic development program.

The EDC is a non-profit corporation with a 40 director board. These directors are designated in accordance to the EDC by-laws. Leon County is designated three members of the Board of Directors. Currently, Commission Chair Cliff Thaell, Board Commissioner At-Large Ed DePuy, and County Administrator Parwez Alam serve on the EDC Board. This cooperative effort allows the corporation to have the necessary community and financial support to perform at generally accepted Economic Development Organization standards.

Enclosed is a mid-year report describing the performance of the EDC. The report has been prepared in consideration of the contract for services that currently exists between Leon County and the EDC. At your pleasure, I am available to answer any questions with regard to the EDC operations and strategic plan.

Respectfully Submitted,



R. Bradley Day, CEcD
Executive Director

Cc: Parwez Alam, County Administrator
Vince Long, Assistant County Administrator
Ben Pingree, Special Projects Coordinator

**THE ECONOMIC DEVELOPMENT COUNCIL
OF
TALLAHASSEE / LEON COUNTY, INCORPORATED**

Fiscal Year 2004-2005 Mid-Year Performance Report
(as required in the contract for services page 3, paragraph 5)

The Economic Development Council of Tallahassee / Leon County, Inc. (herein referred to as EDC) makes this report. The following is justification in support for the EDC compliance with its contract with Leon County.

1. Create or retain a total of 400 jobs through business recruitment, retention and expansion efforts. A job is defined as a filled employment position paying salary and benefits. The EDC may only take credit for jobs in which the employer acknowledges the assistance provided by EDC playing a material role in the decision to relocate or expand.

The EDC implements a comprehensive marketing and sales program to create jobs and investment through its retention/expansion and recruitment program of work. Direct services are provided to individuals, small businesses, corporations and site consultants in the area of, but not limited to: labor cost and availability analysis, site and infrastructure accessibility, incentives, liaison with Enterprise Florida and Florida's Great Northwest.

The EDC has assisted and/or created approximately 1467 (value added) jobs during its tenure. These valued added jobs have resulted in the following economic impact for our community:

Annual Payroll	\$62,477,282
Support/Supplier Industry Jobs Created	1,157
Annual Payroll	\$41,828,624
Local Options Sales Tax Revenue	\$527,433
Ad Valorem Tax and City Utility Revenue	\$804,151

To date within FY 04-05, the EDC submits the following Project Summary:

Industry Sector of Project

<u>Active</u>	<u>Potential Jobs</u>
Construction Components	100
Life Science Manufacturing	Startup to 80
Computer Technical Support	500
Electronics Manufacturing	33+
Customer Service Center	150

Customer Service Center	135
Industrial Battery and Storage	20-80
Professional Services	15
Professional Services	TBD
Electronic Data Processing	150-300
Office Building Construction	
Bio-Medical Facility	TBD
Printing, Headquarters	TBD
Printing	TBD

Closed

Manufacturing	462
Customer Service Center	300
Customer Service Center	TBD
Building Products	75
Building Products, Headquarters	20
Automobile Manufacturer	1500

No companies assisted by the EDC have made expansion or relocation announcements in the first two quarters of Fiscal Year 2004-2005 (FY 04-05). During the third quarter of FY 04-05, the EDC expects company job announcements to be from 50 to 75 new or expansion related jobs. These jobs should be of the professional level with commensurate salaries and benefits.

An EDC project can range from answering simple questions about relocation to marketing, finding, inducing, recruiting, and landing a company. **See Attachment A for more detailed information.**

2. Serve as Enterprise Zone Administrator for EZ #3701. Coordinate Enterprise Zone Development Agency Board.

Six months into the fiscal year, there have been 52 Enterprise Zone (EZ) calls serviced and twelve (12) EZ applications submitted to the Florida Department of Revenue from our EZ. New boundaries for the EZ have been approved by the state. Darryl Jones has been designated the Chairman of the EZDA Board by County Chair Thael. Dr. Anthony Viegbesie has been designated the Vice-Chair of the EZDA by Mayor John Marks. Marketing events are being scheduled with emphasis on a "May Blitz". The EZ brochure has been redesigned. The EDC Web site has been updated to allow online searches to determine if a property is in the EZ. The majority of these calls are requesting information on starting a small business or for technical assistance on applications. (Source: EZDA board meeting minutes) **See Appendix I: EZ Brochure.**

3. Enhance the EDC Web site by redesigning the homepage, simplifying navigation, and creating "Project Tomorrow" investor section. Maintain site decision-making criteria, including demographics, labor data, major employers, etc.

The EDC Web site redesign was featured at the February 2005 EDC Board Meeting. The site receives an average of 103,097 hits and 13,225 page views per month from 6,213 unique user sessions. The most frequently visited page is the Building and Sites database, which is the most comprehensive inventory of commercial and industrial space within Leon, Gadsden and Wakulla Counties, representing 215 buildings and 7.4 million square feet. The redesign included a new homepage, simplified navigation, creation of a Project Tomorrow investor section, online Partner Directory, and links to other community economic development resources. The homepage contents and navigation are based on statistics on the site's most visited data. **See Appendix II: EDC Web site page views.**

4. Serve on the Leon County Fairgrounds Citizens' Advisory Committee and participate in Southern Strategy Area Economic Development Plan.

A member of the EDC has served effectively on the Leon County Fairgrounds Citizens' Advisory Committee throughout the year. Attendance has never dropped below 75% and has frequently been at 100% for this year. Additionally, EDC staff participated in the Angelou Economics study and have identified recommendations for future implementation. (Source: EDC schedule/calendar records)

5. Identify partnerships for creation of incubator needs.

Working with the Jim Moran Institute at Florida State University, the EDC has initiated a Business Accelerator program. This program seeks to assist high-growth potential companies within our community that could grow more quickly with experienced executive consultation. The EDC has promoted and provided personnel to assist Innovation Park in implementing the Technology Commercialization Grant program. The EDC is a development sponsor of the annual Small Business Excellence Awards luncheon. Initial discussions with regard to Tallytown.com have taken place with Ray Eaton. The EDC maintains regular dialogues with Enterprise Florida Investment Capital personnel in support of emerging companies. (Source: schedule documents, Jim Moran Institute—Dr. Jerry Osteryoung, Enterprise Florida, Inc., Governor's Office of Tourism, Trade and Economic Development)

6. Implement and direct business retention program. Survey at least 150 of Tallahassee/Leon County's major employers as part of the business retention program by conducting interviews and focus groups discussing areas of critical concern. Work in coordination with FAMU Small Business Development Center and other related organizations.

**Business Retention Program
Firms Surveyed Q1 & Q2 - FY 04-05**

ACS/Consultec
Applied Fiber
Bank of America
BB&T
Capital City Bank
Capital Regional Medical Center
CFO Today
Comcast Cablevision of Tallahassee, Inc.
Convergys
Datamaxx Applied Systems
First American Title Insurance Company
Flightline Group
Florida League of Cities, Inc.
Florida Society of Association Executives
Fringe Benefits Management Co.
General Dynamics Land Systems
GTO, Inc.
Hancock Bank
Ketchum Wood & Burger Pathology Associates
Mainline Information Systems, Inc.
North Florida Women's Care
Northwest Mutual Financial Network
Premier Bank
Proctor Dealer Group
Rogers, Gunter, Vaughn Insurance
Southeastern Urological Center, P.A.
Sprint
St. Marks Powder A GENERAL DYNAMICS COMPANY
SunTrust Bank, Northwest Florida
T-Formations
Talla-Com Industries, Inc.
Tallahassee Democrat, Inc.
Tallahassee Memorial HealthCare, Inc.
Tallahassee Outpatient Surgery Center
Tri-Eagle Sales, Inc.
VISTA Healthplan
Wachovia Bank, N.A.

Usually two of the EDC staff visit a firm to conduct the surveys. An emphasis has been made on large employers and high-paying sectors. These firms account for more than 10,000 jobs in the Tallahassee / Leon County area. The surveys involve in-depth interviews. Such interviews research possible supplier business development,

company growth potential, employment trends or threats within their industry, labor training and recruitment needs, wants from the community, and the overall strengths and weaknesses of the company.

7. Develop Tallahassee/Leon County major employers "Supplier List" as possible prospects for recruitment and relocation opportunities.

The EDC Supplier list is generated from the Business Retention list included above in item 6, and has been broken into industry sectors. Local prospecting is directed by sector, business size, and EDC membership. Current existing efforts have focused on healthcare firms due to the high-wage jobs of allied health fields and the growing regional cluster.

8. Provide full site location services to new and expanding businesses.

The EDC provides industry-standard services for site location. The EDC has an active database of over 90 national site consultant representative firms, which include: C.B. Richard Ellis, Cushman & Wakefield; Deloitte & Touche; KPMG Peat Marwick, LLP; The Staubach Company; Trammell Crow Company; and Wadley Donovan. Custom marketing collateral is available to support our prospecting activities. Properties are shown on a regular basis, approximately twice a month. A database of existing sites and buildings is available online. These services are frequently provided in coordination with Enterprise Florida and Florida's Great Northwest and national site selection firms.

9. Contact organizations and publications (i.e. *Money Magazine*, *Forbes*) responsible for ranking Tallahassee/Leon County in credible, national analyses of cities for purposes of citing criteria/background data.

The EDC provides local business and community promotion to state and national publications. Publications targeted for placement include Business Xpansion Journal, Site Selection Magazine, and Florida Trend.

Within the last six (6) months, in coordination with community partners, business writers have been hosted from publications such as Business Xpansion Journal, Business Facilities Magazine, and Pharma and Bio-Ingredients Publications. Sustained message marketing advertisements have been placed in industry specific national publications.

(Source: EDC schedule and Peter Mitchell & Associates) **See Appendix III:**

Advertisements

10. Provide economic analysis of job creation annual results in terms of new taxes generated and overall economic impact. The EDC will conduct periodic surveys of companies it has assisted to determine the actual number of jobs created versus their original projections. **See Appendix IV: Historical Track Record**

11. Continue to broaden the public relations and educational efforts to inform the community of the benefits of economic diversification. This will be accomplished by making presentations to civic and social groups throughout the region.

The EDC works to promote economic diversification on a local, state and national level. One-on-one meetings with congressional, state and local officials; participation in community programs, i.e., Cultural Resource Plan; partnership with university research and development/technology transfer departments; speaking to local civic organizations; active participation in the TalTech Alliance strategic planning session; and appearing on local television and in state and local publications, have all been efforts to inform and educate the citizenry about economic development.

12. Continue to coordinate Capital Region economic development (specifically to provide site selection and other services to Gadsden and Wakulla Counties).

Site proposals and referrals have been done in cooperation with neighboring counties. Representatives of both Gadsden and Wakulla Counties sit on the EDC board to assure regular communication. The EDC participates in neighboring city, county, chamber, and EDC meetings. The region is positively marketed on trade missions, trade shows, and site selector events.

13. Request continued participation on the Board of Directors for Florida's Great Northwest, Inc., which serves as a regional economic development and marketing organization. Maintain active involvement on committees and task forces.

A staff member of the EDC currently serves on the board of directors of FGNW, Inc. The EDC has hosted both the marketing committee and the Board of Directors this year and played an active role in the Northwest Florida Legislative Day Fly-In. Further plans are in place to support FGNW events marketing to industry sectors suitable for our area.

14. Continue to coordinate volunteer-driven industry sector roundtables to promote business expansions: Association Management; Commercial Real Estate/Development; Distribution; Health Care; Manufacturing; TalTech Alliance.

The EDC currently conducts six industry roundtables whose mission is to provide a forum for business leaders from both the public and private sectors to design and implement specific initiatives, which promote high-wage job retention and expansion in targeted industries for the Capital Region. Recent roundtable activity includes:

Association Management – Under the leadership of Robert A. Wychulis, President of the Florida Association of Health Plans, this roundtable is gathering data on those associations and lobbyists without a Tallahassee presence in anticipation of communicating to them the significant improvements on the horizon for downtown Tallahassee including disposition of state buildings, residential condominium projects, a performing arts center and a convention hotel.

Commercial Real Estate/Development – Under the leadership of Russell Doster, Broker with Southland Commercial, this roundtable met in November 2004 to receive an update from the Florida Department of Management Services on the plans for the disposition of state buildings. They also met in April 2005 to hear detailed updates from six area residential condominium projects identifying the need for collaborative marketing of downtown Tallahassee.

Distribution – Chaired by Tripp Transou, President/Owner of Tri-Eagle Sales, this roundtable is particularly interested in the progress of Capital Circle and other Blueprint 2000 infrastructure projects.

Healthcare – Chaired by Martin Shipman, CEO of Tallahassee Orthopedic Clinic, the Healthcare Roundtable enjoys large participation from the hospitals, practices and suppliers in the healthcare industry. Recent forums have resulted in customized training provided by Workforce Plus, an in depth discussion of the Private Medical Area Network available in Tallahassee allowing the electronic transfer of medical data within HIPAA guidelines, and participation in the planning of the new Tallahassee Community College Allied Health facility and program to be located on property adjacent to Tallahassee Memorial HealthCare.

Manufacturing – Under the leadership of Joe Kelley, President and CEO of GTO, Inc., this roundtable has identified maintaining a diverse labor pool and workforce training as leading concerns followed by incentives and improved roads. They have met with area training providers including both universities, the community college, Lively Technical Center and Workforce Plus to express needs ranging from customized training programs for production workers to MBA and other Masters programs for employees with baccalaureate degrees.

Technology – The TalTech Alliance, an independent 501(c)(3) not-for-profit association of area technology business interests, began as an annual program of the Greater Tallahassee Chamber of Commerce and EDC. A regional partner of ITFlorida, a statewide technology organization, The TalTech Alliance plays an active role in nurturing tech-business, cultivating a superior tech-workforce, developing technology-driven investment opportunities and advancing the Capital region as a center for technological achievement in the southeast. The EDC serves as an ex-officio member of the Board of Directors of The TalTech Alliance and markets the organization as the industry forum for the technology sector.

15. Produce mid-year and annual progress reports to include recruitment, retention/expansion, and regional economic development activities. See **Appendix V: Mid-year Progress Report**

16. Continued implementation of "Project Tomorrow" program as private sector funding sources with an annual goal of \$350,000.

Project Tomorrow is the EDC's private investment campaign representing over \$450,000 annually from over 100 regional companies. The program was established in 2001 in support of enhanced local economic development. An assessment of more than 50 business and community leaders indicated a real consensus to strengthen the EDC's capability to deliver meaningful services designed to enhance the market's ability to achieve its strategic growth and quality of life objectives.

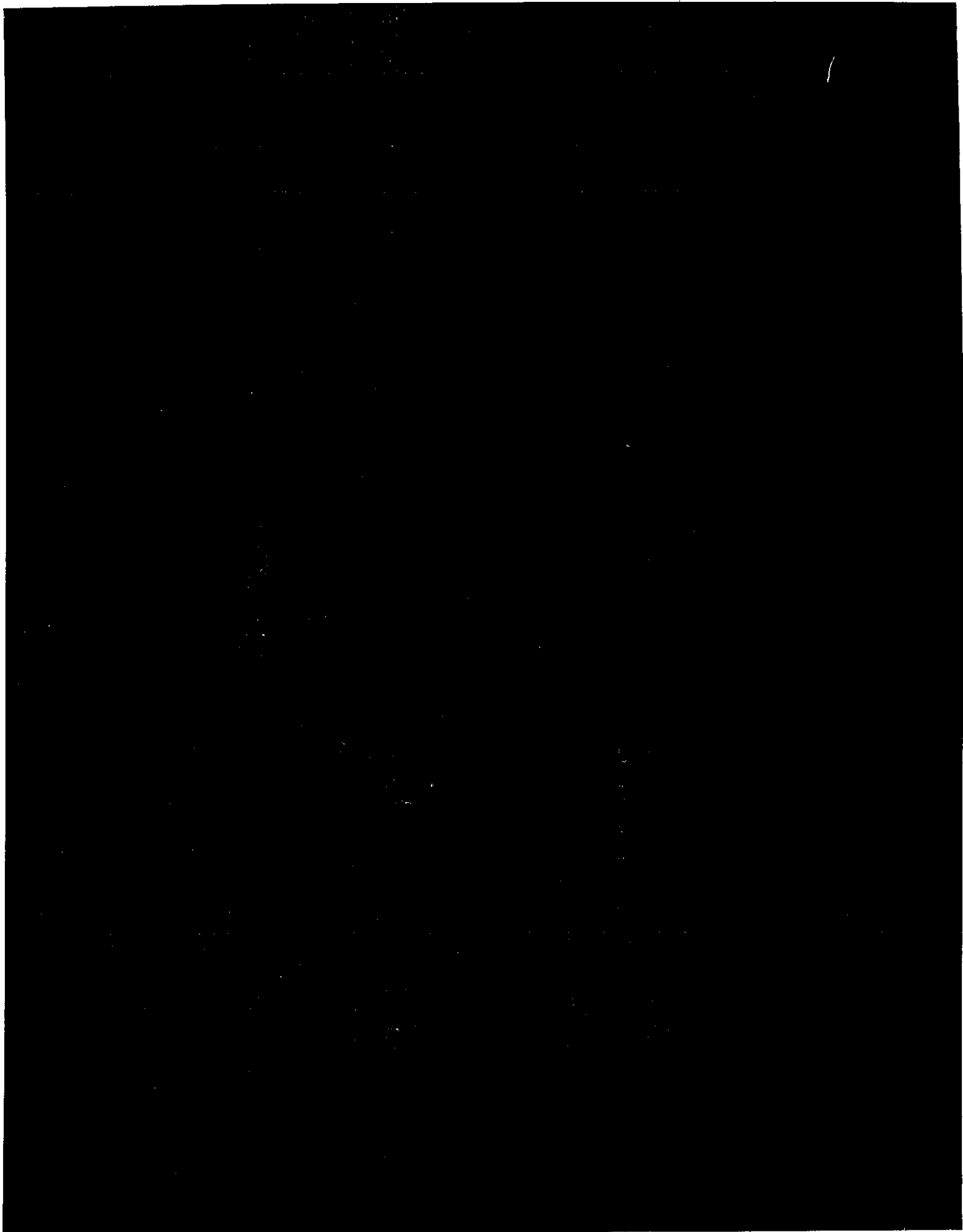
The consulting firm Resource Development Group identified approximately 90 companies desiring to make a five-year pledge to annual support of the EDC and launched **Project Tomorrow**, achieving significant private investment in economic development. The EDC subsequently hired a person to manage the campaign and communicate regularly with the partners. Partnership levels and associated benefits have been established and industry sector programs are offered.

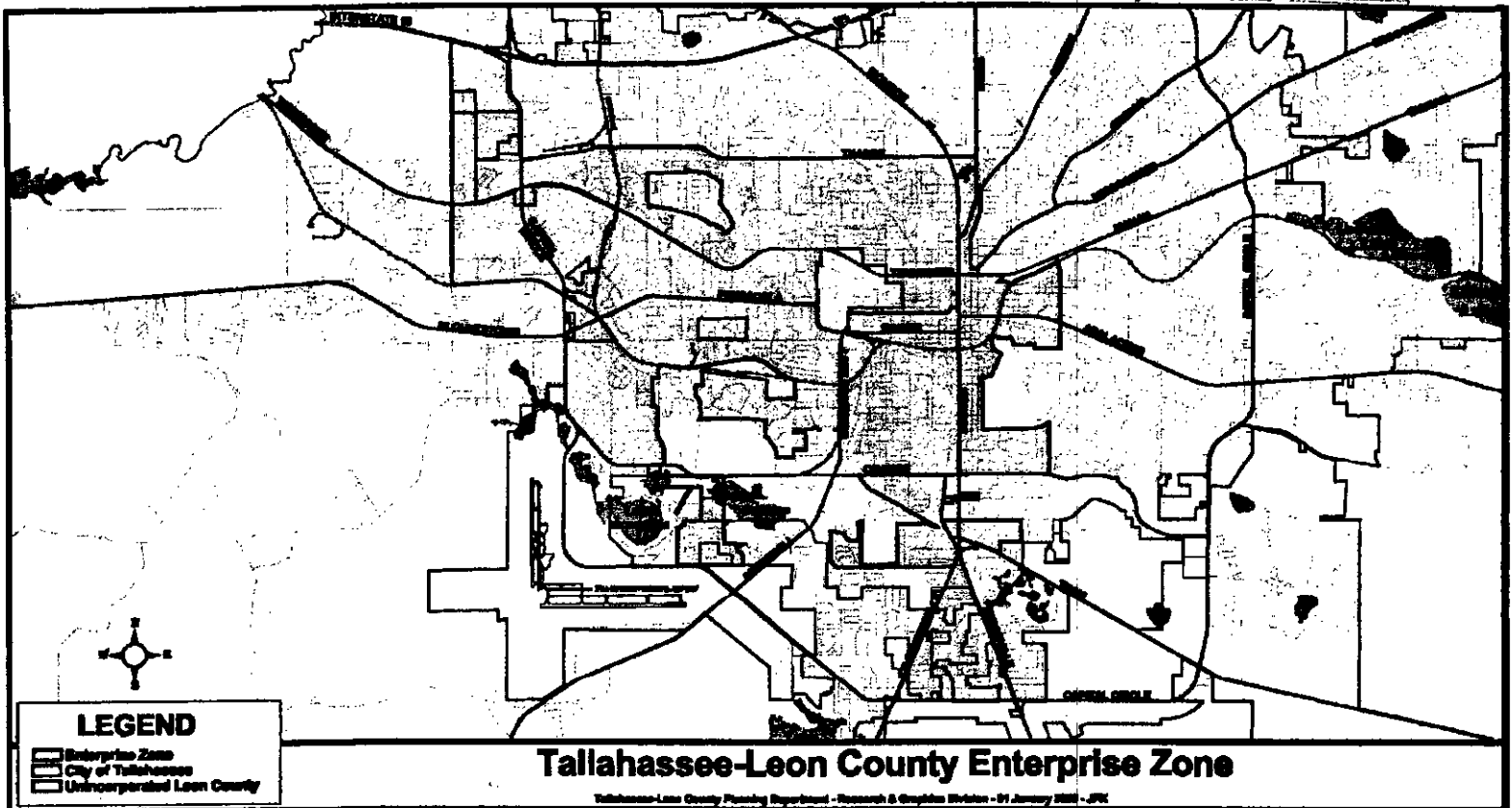
Since 2001, 31 additional companies have joined the campaign, a \$100,000 increase from the initial campaign goal. **Project Tomorrow** fosters accountability and involvement in the business development process through an annual scorecard, bimonthly electronic communications, site tour participation opportunities and industry forums.

ATTACHMENT A

Detail Project Listing Fiscal Year-to-Date 2004-2005 (Report prepared (4/11/05))

NAME	TYPE	STATUS	EMPLOYMENT	NOTES
Project Shield [Local manufacturer and employer of 50]	Expansion (Manufacturing)	Active	33	Capital equipment investment of up to \$2 million; \$250,000 renovation
Project Ink	Expansion (Distribution)	Active	TBD	EZ location; construction of warehouse
Project Eel [Computer Support]	Recruitment (Customer Service Center)	Active	500	Fortune 100 company; 11/04 site visit; conducted focus group to reassure labor concerns
Project Build EZ interest [Construction components]	Recruitment (Manufacturing)	Active	100	Site visit conducted;
Project Oak	Recruitment (Biotech)	Active		Start-up
Project Trim	Marketing (Industrial)	Active		Chance to market Ring Power bldg
Project Quiet Challenge	Recruitment (Call Center)	Active	150	Site tour 11/04
Project Byz	Recruitment (Professional Services)	Active	15	





Tallahassee-Leon County Enterprise Zone

Tallahassee-Leon County Planning Department - Research & Graphics Division - 31 January 2001 - JPK

THE ENTERPRISE ZONE ONE OF MANY ECONOMIC DEVELOPMENT PROGRAMS IN THE TALLAHASSEE- LEON COUNTY AREA

One of the goals of the Tallahassee-Leon County Enterprise Zone Development Council is to work with other agencies and groups that have programs in the Enterprise Zone area in order to promote and maximize the benefits to the eligible participants. The following is a partial list of programs that are currently, or largely within the existing Enterprise Zone.

- Community Redevelopment Area (CRA)
- Front Street Revitalization Zone
- Grand Street Revitalization Zone
- Urban Job Tax Credit Program
- Downtown Location Incentives Program
- City of Tallahassee-Leon County Targeted Business Incentive Program

TO APPLY FOR BENEFITS OR TO LEARN MORE ABOUT THE PROGRAMS LISTED IN THIS BROCHURE, CONTACT:

1. ECONOMIC DEVELOPMENT COUNCIL OF
TALLAHASSEE-LEON COUNTY, INC.
(904) 224-0110 www.tlcz.com

2. TALLAHASSEE-LEON COUNTY
ENTERPRISE ZONE DEVELOPMENT
AGENCY
c/o Tallahassee-Leon County Planning
Department
City Hall, Box A 24
330 South Adams Street
Tallahassee, FL 32301
(904) 644-2800
www.tlcz.com or www.planning.tlcz.com

3. CITY OF TALLAHASSEE, ECONOMIC
DEVELOPMENT DEPARTMENT
(904) 291-2067
www.tlcz.com or www.planning.tlcz.com

THE FORMS LISTED IN THIS BROCHURE,
ALONG WITH ADDITIONAL INFORMATION,
CAN BE FOUND AT:

www.tlcz.com

Tallahassee-Leon County Enterprise Zone
Number is EZ 3701.



THE ENTERPRISE ZONE

1. WHAT IS AN ENTERPRISE ZONE?
A geographical area targeted for
economic revitalization.

2. WHO MAY BENEFIT FROM AN
ENTERPRISE ZONE?

- ◆ A new business locating in the Enterprise Zone.
- ◆ An existing business in the Enterprise Zone that is expanding in jobs, equipment, or square feet.
- ◆ A residence in the Enterprise Zone that is being rehabilitated.
- ◆ The Tallahassee-Leon County community.

3. IS IT WORTH MY TIME?
Read on....



care personnel of the establishment are screened according to the level 2 screening requirements of chapter 43B.

Critical filing deadline: Form DR-418E must be submitted to the Enterprise Zone Development Agency (EZDA) on or before February 1 of the year for which exemption is claimed. A copy of this application certified by the EZDA and a copy of your license from the Department of Children and Family Services must be submitted by March 1 to the Leon County Property Appraiser's office.

Form needed: DR-418E

PROGRAM 6. COMMUNITY CONTRIBUTION TAX CREDIT

Businesses located anywhere in Florida that make donations to approved community development projects may receive a tax credit equal to 50% of the value of the donation. Businesses may take the credit on Florida corporate income tax, insurance premium tax or as a refund against sales tax. Donations must be made to an eligible sponsor conducting an approved community development project. The annual amount of credit granted is limited to \$200,000 per firm and \$10 million for the State.

Any unused portion of the credit can be carried forward for five years for corporate tax credit. Sales tax refunds are available for up to three years.

Limitations: By reducing the state tax liability, state taxes deducted from federal income are decreased; therefore, the federal tax burden may increase.

To claim the Community Contribution Tax Credit:

1. Contact the Office of Tourism, Trade and Economic Development (OTTED), to determine whether or not the contribution qualifies for a tax credit.

2. Send a completed Application for a Community Contribution Tax Credit (Form BE-17TCA#01) to OTTED, with the following attachments:
 - A copy of the check, invoice, or deed and appraisal;
 - A copy of the sponsor's approval or recertification letter;
 - Proof that the donation was received
3. Submit a copy of the donation approval letter when you file your:
 - Florida Corporate Income Tax Return (Form F-1120), or
 - Insurance Premium Tax Return (DR-908), or
 - Sales Tax Refund (Form DR-268) only one sales tax refund application per year.

Non-profit organizations in the Enterprise Zone are encouraged to contact the Office of Tourism, Trade and Economic Development (OTTED) to apply to become eligible sponsors and solicit donations under this program.

For further information, please contact OTTED, The Capitol, Suite 2001, Tallahassee, FL 32399-0001, phone: (850) 487-2588.

PROGRAM 4. PROPERTY TAX CREDIT (CORPORATE INCOME TAX)

Allows a corporate tax credit to a corporation that establishes five or more new jobs*, when it builds, rebuilds, or expands its business in the Enterprise Zone. The tax credit is based on the amount of real and tangible property increase. The credit equals 96% of the increase.

*The employees in the new jobs don't have to live in the EZ, but they do have to work in the EZ.

Example: The Marzo Company adds a state-of-the-art processing facility and hires five more technicians to work in it. The previous year, the company site was assessed at \$1.3 million. Upon completion of the new building, the property assessment went up to \$2 million. The taxes on the \$700,000 expansion are \$15,036. 96% of \$15,036 is \$14,435.



If the Marzo Company's corporate taxes for the year are \$10,000, it can claim \$10,000 of their credit that year, and \$4,435 the next year.

Any unused portion of the credit can be carried forward for five years.

The maximum credit is \$25,000 for Level 1 companies (less than 20% of all employees live in the EZ), and the maximum credit is \$50,000 for Level 2 companies (20% or more of all employees live in the EZ).

Critical filing deadline: Form DR-456 must be filed with the Leon County Property Appraiser no later than April 1 on the year in which the real property is first subject to assessment.

Forms needed: F-1158Z and DR-456

PROGRAM 5. PROPERTY TAX EXEMPTION FOR CHILD CARE FACILITIES

Allows real estate used and owned as a childcare facility in an Enterprise Zone an exemption from ad valorem property tax.

The property owner must also be the owner of the childcare business.

To be eligible for this exemption, a childcare provider:

- Must have owned and operated the business since January 1 of the year for which exemption is claimed, and
- Must meet the definition of childcare facility in section 402.302, Florida Statutes:

402.302, Florida Statutes

"Child care facility" includes any child care center or child care arrangement which provides child care for more than five children unrelated to the operator and which receives a payment, fee, or grant for any of the children receiving care, wherever operated, and whether or not operated for profit. The following are not included:

- (a) Public schools and nonpublic schools and their integral programs, except as provided in s. 402.3025;
- (b) Summer camps having children in full-time residence;
- (c) Summer day camps;
- (d) Bible schools normally conducted during vacation periods; and
- (e) Operators of transient establishments, as defined in chapter 508, which provide child care services solely for the guests of their establishment or resort, provided that all child

PROGRAM 2. BUSINESS EQUIPMENT SALES TAX REFUND

Allows a state sales tax refund on equipment that costs \$5,000 or more, if this equipment is to be used exclusively in an Enterprise Zone for at least three years. (97% of the 6% state sales tax is refundable.)

Example of a minimum refund: The Marzo Company, doing business in the EZ, buys a hydraulic press for \$5,000.

\$5,000 (business equipment purchased)
x .06 (state sales tax)
\$300
x .97 (allowed for refund)
\$291 (amount of sales tax refund)

Example of a maximum refund: If the Marzo Company is a Level 1 company (less than 20% of all employees live in the EZ), the maximum refund per application will be no more than the lesser of \$5,000 or 97% of the state sales tax paid.

If, however, the Marzo Company is a Level 2 company (20% or more of all employees live in the EZ), the maximum refund per application will be no more than the lesser of \$10,000 or 97% of the state sales tax paid.

Critical filing deadline: Form must be filed with the Department of Revenue within 6 months after the equipment is purchased or the tax is due.

Forms needed: EZ-E, to be filed with DR-268

PROGRAM 3. BUILDING MATERIALS SALES TAX REFUND

Allows a state sales tax refund on building materials purchased for new construction or the renovation of existing buildings and residences in an Enterprise Zone. (97% of the 6% state sales tax is refundable.)

Sales Tax Refund for building materials is available only one time per parcel of real estate.

Example of a minimum refund: The Mittocks decide to renovate their home, which is located in the EZ. They must purchase at least \$5,600 worth of building materials in order to get a sales tax refund. The minimum refund is \$500.



\$5,600 (building material purchased)
x .06 (state sales tax)
\$336
x .97 (allowed for refund)
\$325.92 (amount of sales tax refund)

Example of a maximum refund: The Marzo Company builds an addition on to their factory. If the company is a Level 1 company (less than 20% of all employees live in the EZ), the maximum refund per application will be no more than the lesser of \$5,000 or 97% of the state sales tax paid.

If, however, the Marzo Company is a Level 2 company (20% or more of all employees live in the EZ), the maximum refund per application will be no more than the lesser of \$10,000 or 97% of the state sales tax paid.

Critical filing deadline: Forms must be filed with the Department of Revenue within 6 months after the improvements are certified by the building inspector as being substantially complete or with 90 days after the rehabilitated property is first subject to assessment.

Forms needed: EZ-M, to be filed with DR-268

For more reading further, make it...

Our property is located in the Enterprise Zone. For a business, make sure your business is located in the Enterprise Zone:

• Levels of benefit for businesses:

Level One: Less than 20% of all permanent full-time employees live in the Enterprise Zone.

Level Two: 20% or more of all permanent full-time employees live in the Enterprise Zone.

This brochure is for general reference only and not to be construed as a legal document. A complete description of the rules and regulations governing these programs can be obtained from sources listed on the back of this brochure and the Florida Office of Tourism, Trade and Economic Development, (850) 487-2588.

PROGRAM 1. JOBS CREDIT

To claim this credit your business must:

- Collect and remit Florida Sales and Use Tax, or
- Pay Florida Corporate Income Tax.

The Jobs Credit allows a monthly credit against state Corporate or Sales and Use Tax, based on wages paid to new employees* who:

1. Are permanent, full time (at least 36 hours per week),
2. Have been employed for at least 3 months, and
3. Are residents of an Enterprise Zone (EZ).

There must be a net increase in the average number of jobs from the previous twelve months.

Example: The Marzo Company, doing business in the EZ, hires three new full time permanent employees. One of these new employees lives in the EZ and his monthly salary is \$2,000. After he has been working for three months, the Marzo Company is eligible to apply for a tax credit.

The Marzo Company's Sales Tax for the month is \$4,000.

The Marzo Company is a Level 1 company (less than 20% of all employees live in the EZ). To calculate the monthly credit, multiply \$2,000 (the eligible employee's monthly salary) times 20%, which equals \$400. This \$400 can then be subtracted from the \$4,000 (sales tax for the month). The Marzo Company pays \$3,600 to the State for sales tax instead of \$4,000.

If all three employees were hired at this rate (\$2,000 per month) and they all lived in the EZ, the credit would be \$1,200, and Marzo would pay \$2,800 instead of \$4,000 for State Sales and Use Tax.

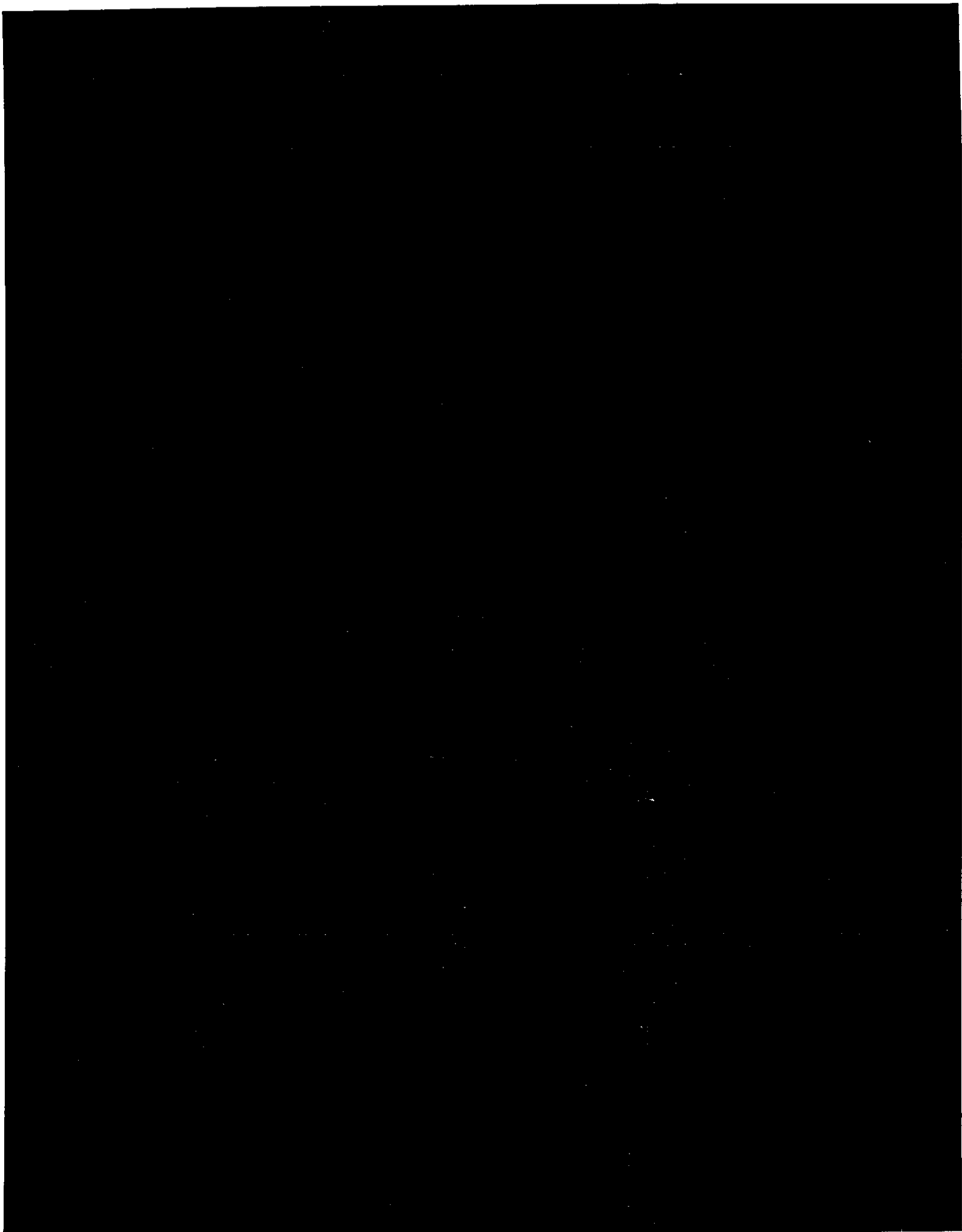
If the Marzo Company is a Level 2 company (20% or more of all employees live in the EZ), the factor jumps to 30%. With one new employee in the EZ, the tax credit would be \$2,000 x 30% = \$600; for all three, it would be \$1,800.

This tax credit shall be allowed for up to 24 months per new employee.

Critical filing deadline: Form must be filed with the Department of Revenue within 6 months of the hire date.

Forms needed:

- DR-152C (for businesses collecting and remitting State Sales and Use Taxes)
- F-1156Z (for businesses paying Corporate Income Taxes)



Site Selection

- » Available Building Search
- » Available Site Search
- » Business Parks Overview
- » Market Overview [» More](#)

Statistics

- Regional Economic Profile
- Occupational Wage Survey
- Major Employers
- Employment Trends [» More](#)

Business Resources

- » Retention & Expansion
- » Targeted Industries
- » Economic Incentives
- » Manufacturing Info. [» More](#)

Private Investors

- » Testimonials
- » Investment Levels
- » Industry Roundtables
- » Partner Directory [» More](#)

Other Resources

- Economic Development
- Education
- Local Government
- Media [» More](#)

TAXOLO

Learn about the companies that are transforming Tallahassee.

[Click here for more information](#)

Business Accelerator



EDC Set To Launch Business Accelerator

The EDC is developing an incubator to encourage home-grown job growth in Tallahassee. The goal of the accelerator will be to provide strategic help to young but seasoned companies with solid

management that will enable them to increase their three-year historical growth in revenues by at least 50%.

[» Click for more details](#)

News and Highlights

Northwest Florida Legislative Day
- February 23

Contact Us



R. Bradley Day, CECD
Executive Director
Phone: (850) 521-3110
rbd@taledc.com

Featured Properties



Innovation Park

A 208-acre Research & Development Park affiliated with both Florida State and Florida A & M University comprising thirty private industry, university and government tenants.

[» Click for more details](#)

ACTION
2010

SMITH, THOMPSON,
SHAW & MANAUSA, P.A.



WACHOVIA

Attachment # 2
Page 19 of 33



EDC Partner Directory:
Enter company, contact name, or category.

Site Selection

- » Available Building Search
- » Available Site Search
- » Business Parks Overview
- » Market Overview » More

Statistics

- Regional Economic Profile
- Occupational Wage Survey
- Major Employers
- Employment Trends » More

Business Resources

- » Retention & Expansion
- » Targeted Industries
- » Economic Incentives
- » Manufacturing Info. » More

Private Investors

- » Testimonials
- » Investment Levels
- » Industry Roundtables
- » Partner Directory » More

Other Resources

- Economic Development
- Education
- Local Government
- Media
- Research
- Small Business Resource
- Workforce Development
- Lifestyle

Other Resources Gateway



Local Area Information


The Economic Development Council of Tallahassee/Leon County is the point of connectivity to all area economic and workforce development entities. Tallahassee boasts two major universities and a large community college with a dedicated Center for Economic & Workforce Development.

The EDC is a Public/Private organization working together with local public officials in moving our community forward. As a 501(c)(3), the EDC Board of Directors is made up of leaders from business, education, government and area economic development organizations.







Economic Development Organizations

- Enterprise Florida
- Florida's Great Northwest
- Gadsden County IDA
- Wakulla County EDC

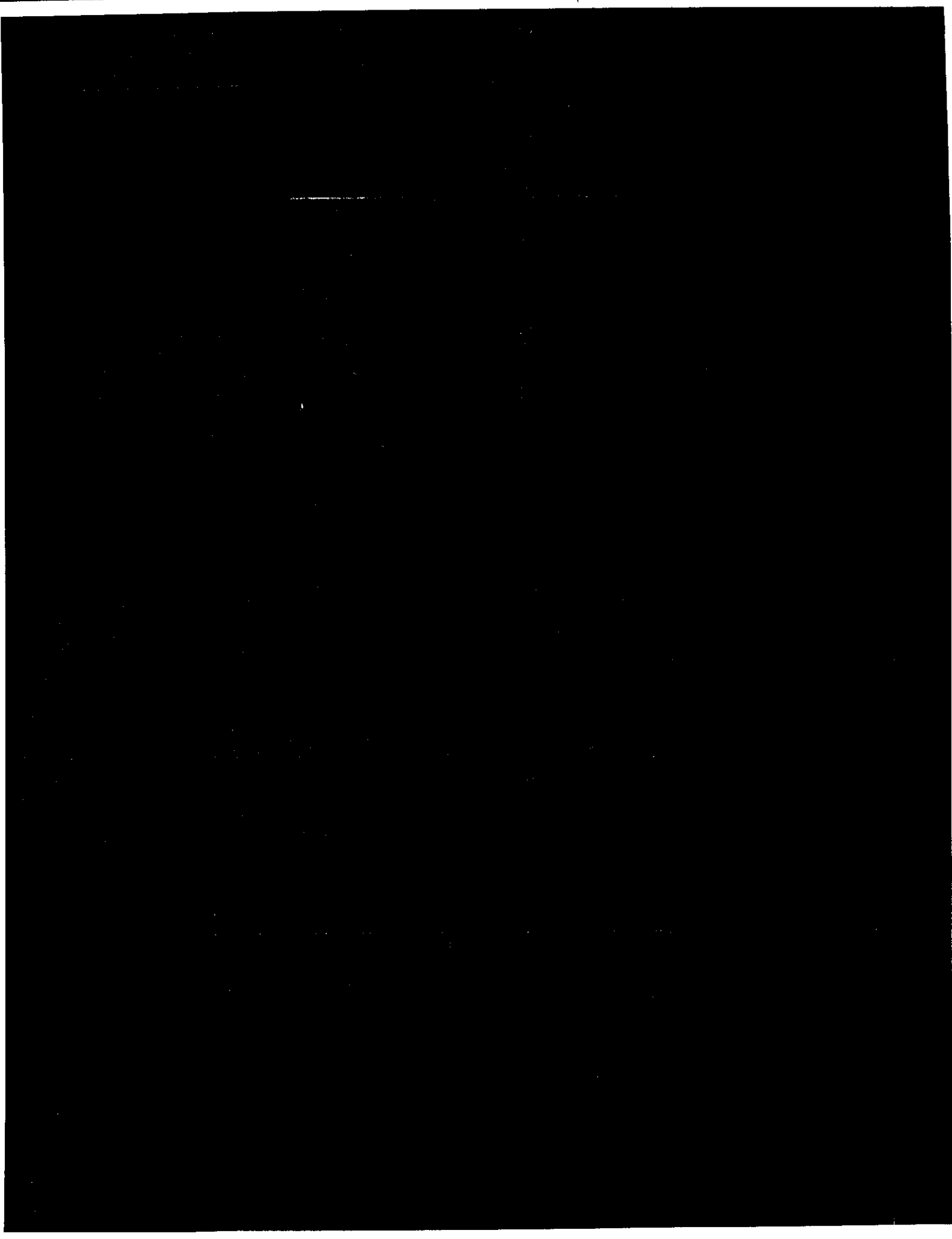
Contact Us

 R. Bradley Day, CEO
Executive Director
Phone: (850) 521-3110
rbd@talcoc.com

Regional Resources



SMALL BUSINESS
DEVELOPMENT CENTER AT 
 Jim Moran Institute for
Global Entrepreneurship
 **LIVELY**
TECHNICAL CENTER
 Office of Research
Technology Transfer





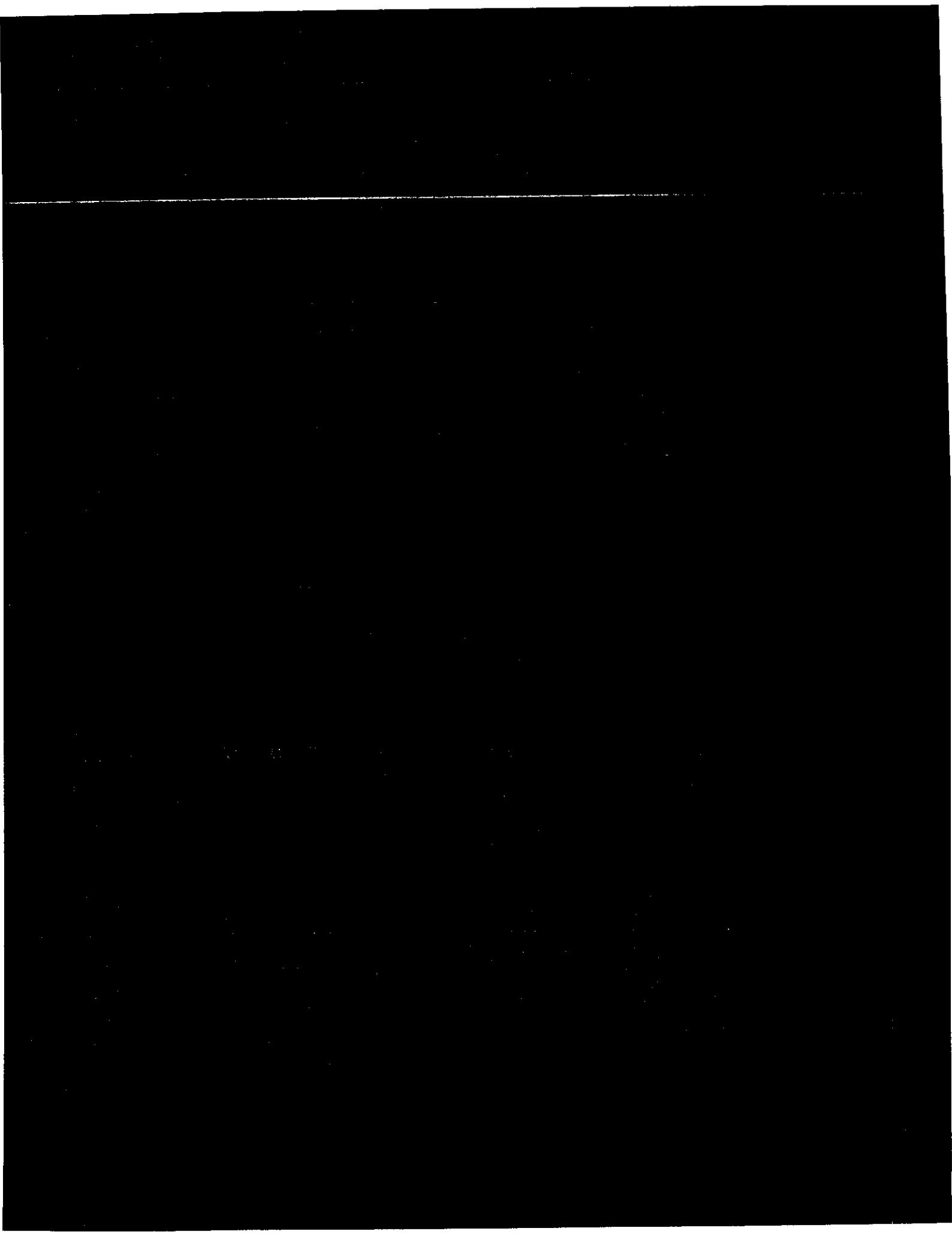
Sorry, WE'RE

ACTUALLY, WE'RE NOT SORRY. WE'RE IN
TALLAHASSEE NOW, WHERE A HIGHLY EDUCATED
WORKFORCE, HIGH TECH INFRASTRUCTURE
AND AN EXCELLENT STANDARD OF LIVING
HAVE MADE US FEEL RIGHT AT HOME

FOR MORE INFORMATION, VISIT US AT www.tallahassee.com OR CALL 904.438.1234

TALLAHASSEE
FLORIDA'S GEM CITY

CIRCLE 13 ON READER SERVICE CARD



HISTORICAL TRACK RECORD

JOBS CREATED — SUPPORT INDUSTRY JOBS FOR JOBS CREATED

Industry	Jobs	Average Salary*	Annual Payroll
Information	547	\$38,962.00	\$21,312,214
Support Industry Jobs	351	\$36,157.76	\$12,695,686
Computer Systems Design & Services	250	\$65,801.00	\$16,450,250
Support Industry Jobs	160	\$61,065.05	\$9,799,414
Telecommunications	193	\$29,503.76	\$5,694,226
Support Industry Jobs	211	\$29,503.76	\$6,234,038
Wholesale Trade	205	\$44,857.00	\$9,195,685
Support Industry Jobs	231	\$29,335.71	\$6,764,346
Engineering Services	27	\$52,071.00	\$1,405,917
Support Industry Jobs	17	\$48,323.25	\$837,505
Manufacturing	24	\$33,267.00	\$798,408
Support Industry Jobs	39	\$24,602.82	\$952,660
Healthcare	145	\$35,103.00	\$5,089,935
Support Industry Jobs	105	\$26,432.54	\$2,779,105
Miscellaneous	55	\$32,067.00	\$1,763,685
Support Industry Jobs	31	\$41,158.16	\$1,273,557
Media	21	\$36,522.00	\$766,962
Support Industry Jobs	12	\$29,217.60	\$492,313
Total Jobs/Payroll	1,467		\$62,477,282
Total Support Jobs/Payroll	1,157		\$41,828,624
Total Jobs	2,624		
Total Payroll			\$ 104,305,905
Amount spent locally	80%		\$ 83,444,724

* Average salary paid by industry in Leon in 2003, per the Florida Bureau of Labor Market Information

The EDC Record 1995 - 2004

**Audited jobs created -
not projections**

**What 1,467 jobs mean
to existing businesses
in Tallahassee**

**Annual economic impact
and contribution
to the private sector**

Sources: Economic Development
Council Survey of Actual Jobs
Created, 1995, 2002, 2004

Florida Bureau of Labor Market
Information ES203 Wages for Leon
County

U.S. Department of Commerce
Regional Economic Information
System

U.S. Census Bureau, Income, Wealth
and Consumption 1998 in 2004

Infusion into Local Economy In Selected Categories . . .

Owner-occupied housing . . .	10.7%	\$8,966,165
Groceries . . .	9.0%	7,506,486
Recreation . . .	8.4%	7,031,065
Hospitals and nursing . . .	7.4%	6,198,699
Clothing, accessories, jewelry . . .	6.4%	5,366,333
Restaurant meals . . .	5.0%	4,210,437
Physicians . . .	3.7%	3,116,817
Tenant-occupied housing . . .	3.7%	3,086,439
Auto repair and maintenance . . .	2.8%	2,352,802
New and used autos . . .	2.6%	2,169,563
Education and research . . .	2.4%	1,965,478
Telephone . . .	1.9%	1,582,711
Computers, electronics . . .	1.8%	1,465,755
Electricity . . .	1.6%	1,370,063
Furniture and furnishings . . .	1.6%	1,335,116
Higher education . . .	1.3%	1,057,166
Health insurance . . .	1.1%	880,972
Legal Services . . .	1.0%	834,447
Dentists . . .	1.0%	798,950
Air service . . .	0.6%	478,459
Magazines, newspapers . . .	0.5%	442,005

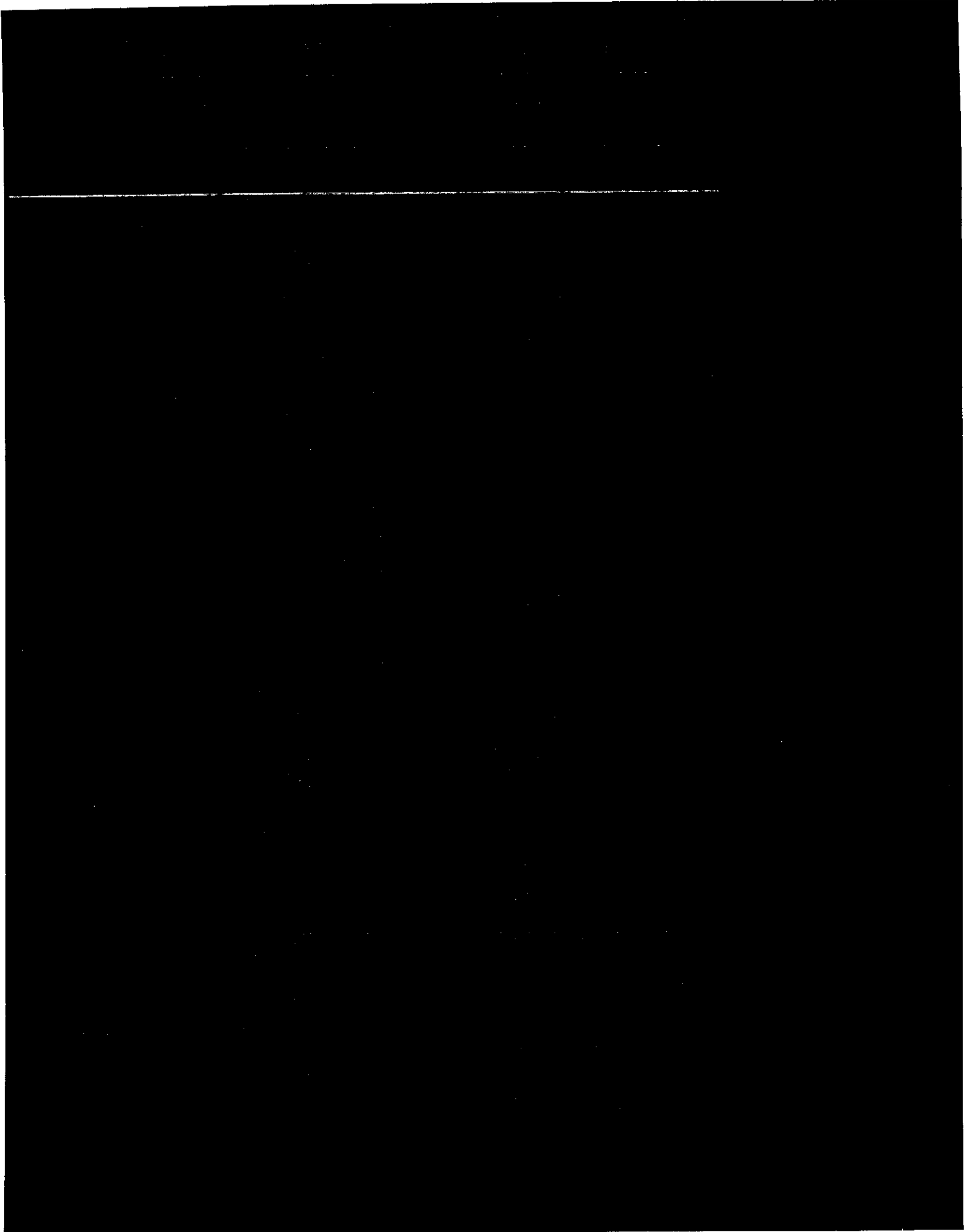
Impact on Tax Base

Final Impact on local economy	2.0	\$124,954,563
Portion involved in local retail activity	67%	83,719,557
Portion retail activity subject to sales tax	42%	35,162,214
State sales tax revenue	6%	2,109,733
Total Annual Local Option Sales Tax Revenues	1.5%	527,433

Ad valorem taxes and city utility revenues*

Employees		1,467
CommercialSF@ 160 SF/Employee	160	234,720
Appraised Value @\$100/sf	100	\$23,472,000
Equipment value @ 20% of bldg costs	20%	\$4,694,400
		\$28,166,400
City Tax Revenue @ 3.7 mills	3.7	\$104,216
County Tax Revenue @ 8.6 mills	8.6	\$242,231
School System Revenue @ 10 mills	10	\$281,664
Utilities Revenue @ \$0.75/SF	\$0.75	\$176,040
Total Annual Ad Valorem Tax, Utility Revenues		\$804,151

*Figures do not include residential ad valorem taxes and city utilities fees paid by workers and their families.



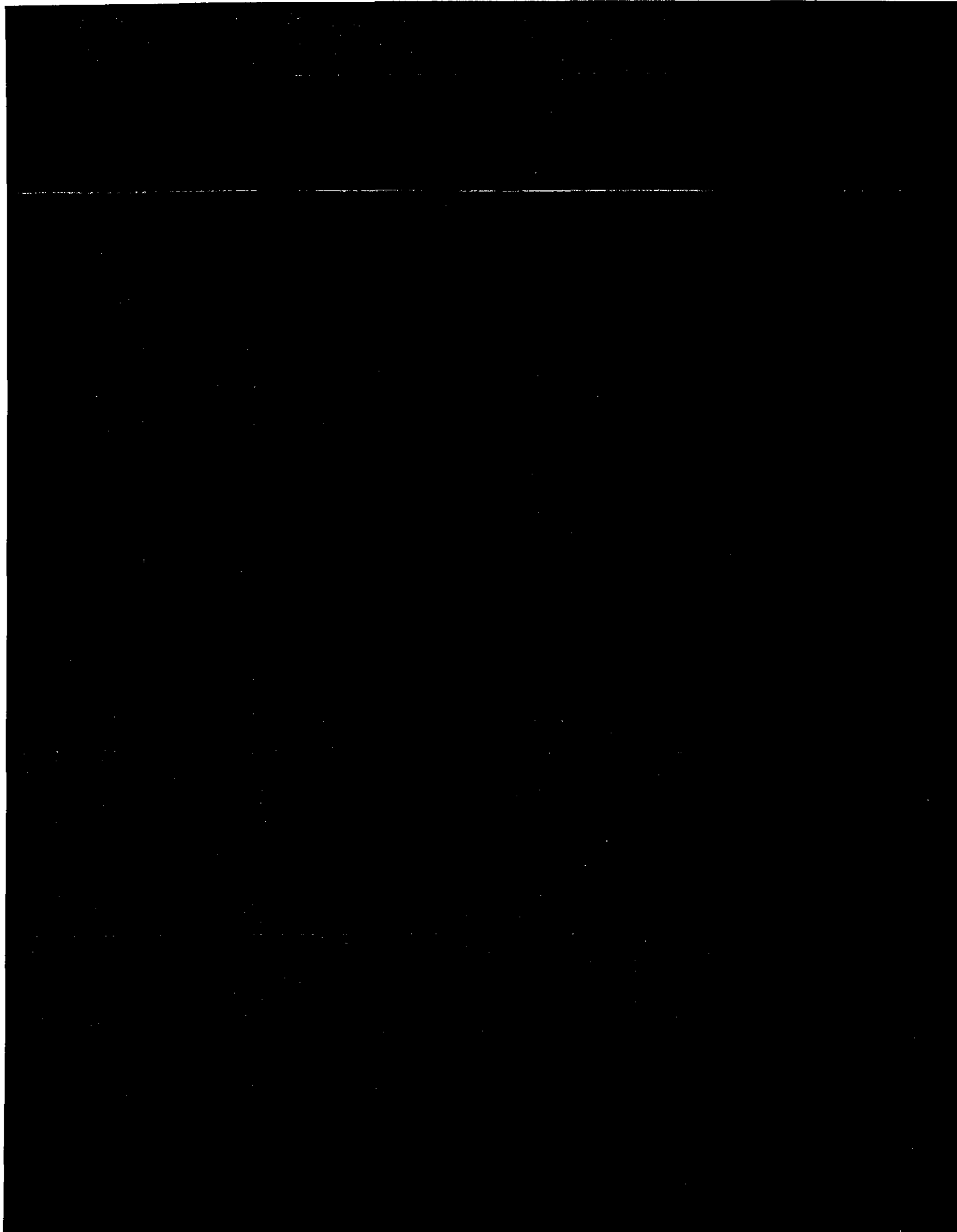
FY 2004-2005 - 2nd Quarter
(10/01/04 - 03/31/05)

Outside Prospecting

		Quarterly Trends			
		Q1 04/05	Q2 04/05	Q3 04/05	Q4 04/05
Prospect Generation:					
Leads Generated During Period	28	30	30	30	30
Active Qualified Prospects in System	11	20	20	20	20
Prospect Site Visits	4	10	10	10	10
Referral Source:					
Direct Contact (company)	9	10	10	10	10
Direct Contact (consultant)	4	5	5	5	5
Enterprise Florida Referrals	8	5	5	5	5
Florida's Great Northwest Referrals	3	0	0	0	0
Other	2	0	0	0	0
Qualified Prospects by Classification:					
Imminent (likely to select Tallahassee area)	1	15	15	15	15
Project (Tallahassee area is short listed)	3	10	10	10	10
Prospect (beginning search process)	10	5	5	5	5
Qualified Prospects by Type:					
Advanced Technology	6	10	10	10	10
Manufacturing	2	5	5	5	5
Warehouse/Distribution	5	5	5	5	5
Contact/Customer Care Centers	6	0	0	0	0
Other	3	0	0	0	0

Local Prospecting

Technical Assistance Requests:					
Business Start-ups	15	30	30	30	30
Site Visits	45	15	15	15	15
Referrals	40	0	0	0	0
Expansion/Retention Projects by Type:					
Advanced Technology	5	15	15	15	15
Manufacturing	6	10	10	10	10
Services	14	5	5	5	5
Warehouse/Distribution	2	0	0	0	0
Special Programs/Initiatives:					
Enterprise Zone	87	40	40	40	40
Other	7	20	20	20	20
General Assistance Requests:					
	100	200	200	200	200



The Datamaxx Group is a provider of communication systems, support and consulting to law enforcement, criminal justice and government organizations, with over 10,000 installations serving more than 70% of the law enforcement, communication market.

Datamaxx

LEONCOURT DEVELOPMENT CORP. OF TALLAHASSEE/LEON COUNTY, INC.

A PUBLIC-PRIVATE PARTNERSHIP

The mission of the Economic Development Council of Tallahassee/Leon County, Inc. (EDC) is to enhance the local quality of life by promoting the attraction, creation and preservation of quality jobs, companies and investment opportunities through business expansion, recruitment and retention activities.

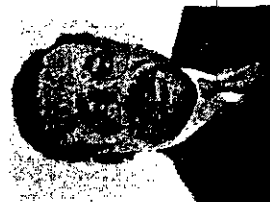


"Since 1992, the Economic Development Council of Tallahassee/Leon County (EDC) has brought together business and community leaders to work to promote economic development strategies. We continue to serve as a liaison between businesses, state and local governments, and educational institutions, fostering greater collaboration on development issues, existing business retention and new business recruitment."

Mr. E. Edward Murray, Jr.

Chairman

President, TALCOR Commercial Real Estate Services



"The City of Tallahassee is committed to making Tallahassee not just a good place to do business, but a place where good business people want to live."

John Marks

Mayor, City of Tallahassee



"A strong and vital business community is integral to the quality of life cherished by Leon County residents."

Tony Croppi

Chairman 2003-04

Board of County Commissioners

COLORED PEOPLE



10

LEADERSHIP

2003-2004 Board of Directors
Economic Development Council
of Tallahassee/Leon County, Inc.



Chairman
Mr. E. Edward Murray, Jr.
President
TALCOR Commercial
Real Estate Services



Treasurer
Mr. Tom Glenston
Executive Director
VISTA Healthcare



President
Mr. Bill Gunter
President, Owner
In-Flight Sales



President
Mr. Shawn Routh
President
Economic
Development Council

* Mr. Pawnee Alam
County Administrator
Leon County

Mr. Stan Barnes
Vice President
B&B/T Larchmont-Yaffey

Mr. Robert W. Boudine
CEO
Workforce Plus

Ms. Carmen Braswell
Public Affairs Manager
Sprint

Col. Michael Caburn (Ret.)
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Tella Tech, Inc.

* Mr. Ray Edson
Chairman, Innovation Park
Vice President
E-Group Systems

Mr. Timothy D. Edmond
The Edmond Group

* Ms. Erin Enns
Chairman-Elect
Greater Tallahassee Chamber of Commerce
Managing Director-N. Florida
Advertiser/CNN Real Estate Services

Ms. Anita R. Fevers
City Manager
City of Tallahassee

* Dr. Fred Galloway
President
Florida A & M University

* Mr. Robert J. Gill
Principal
Lively Technical Center

* Honorable Andrew Gullum
City Commissioners
City of Tallahassee

Mr. Tom Glenston
Executive Director
VISTA Healthcare

Mr. Bill Gunter
CEO
Rogers, Gunter, Vaughn Insurance

Mr. John Hagan
CEO
Capital Health Plan

Mr. Rick Kearney
CEO
Molecular Information Systems, Inc.

Mr. Joe Kelley
President/CEO
GTO, Inc.

Mr. Ram Lago
Brand Information Services
President
Hightower Group

* Honorable John Marks
Mayor
City of Tallahassee

Mr. John Medina
A-3 President
Wachovia Bank, N.A.

* Mr. William J. Montford III
Superintendent
Leon County Schools

Mr. Mark O'Bryen
President/CEO
Tallahassee Memorial Healthcare

Mr. J. Michael Pate
President/President
Tallahassee Democrat

* Mr. David B. Ramsey
HCC Immediate Past Chairman
Chairman & CEO
SunTrust Bank, Northwest Florida

Ms. Sharon Routh
CEO
Capital Regional Medical Center

* Honorable Tony Cipolla
County Commissioner
Leon County

Mr. William G. Smith, Jr.
President/CEO
Capital City Bank Group

Ms. Kay Stephenson
President/CEO
Dynamax Applied Technologies, Inc.

* Honorable Cliff Thwait
County Commissioner
Leon County

Ms. Susan Thompson, Esquire
President
Smith, Thompson, Shaw & Marascia, P.A.

* Mr. J. Jeffrey Wahlen, Esquire
Chairman
Greater Tallahassee Chamber of Commerce
Attorney at Law
Aultry & McMillen

* Dr. T.C. Westfall
President
Florida State University

Mr. Curtis Zimmerman
President/Owner
The Zimmerman Agency

EX-OFFICIO

* Mr. Allan Friedland
Chair
Volusia County Economic Development
Council

Manager, Business Projects
St. Marks Powder

* Designated position

PROGRAM OF WORK

BUSINESS RETENTION AND EXPANSION

Facilitate the creation, retention and expansion of local companies necessary to promote quality employment and investment opportunities.

Work closely with the City of Tallahassee, Leon County, the universities, community college and technical center, as well as private sector partners to leverage technical and financial resources to support progressive business development.

Continue to coordinate large industry sector roundtables to promote business expansions.

Administer and coordinate the Enterprise Zone program and related economic development incentives to effect positive redevelopment within the designated Zone.

Continue to participate in initiatives to revitalize the Southside, the Fairgrounds Area, the Community Redevelopment Area, Downtown Tallahassee, Frenchtown and other targeted areas.

BUSINESS RECRUITMENT

Actively prospect and recruit new capital investment and jobs to the area, focusing on businesses in targeted industry sectors.

Maintain effective relationships with national site selection consultants via quarterly e-mail correspondence and meetings during visits to select cities. Annually host a Tallahassee/Leon County Familiarization Tour.

Maintain 7.4 million square feet of available commercial buildings and development sites in a web-based database.

Serve as clearinghouse for economic development information critical to the business attraction process.

Attend key site consultant events, marketing sales missions and conferences.

MARKETING

Successfully market through state and national media outlets the advantages of relocating or expanding a

business in Tallahassee/Leon County and enhance the image of the region as a preferred business location nationally and internationally.

REGIONAL PROMOTION

Partner with regional economic development entities such as:

- Carden County Industrial Development Authority
- Volusia County Economic Development Council
- Florida's Great Northwest
- Enterprise Florida, Inc.

STATISTICAL DATA/RESEARCH

Provide economic research and market analysis needed by existing companies in Tallahassee/Leon County and those companies interested in expanding or relocating to the region.

PARTNERSHIP DEVELOPMENT

Manage a private investment campaign representing over \$450,000 annually from over 100 regional companies in support of enhanced economic development. Foster accountability and involvement in the business development process through an annual scorecard, bi-monthly electronic newsletter, site tour participation opportunities and industry forums.

2003-2004 HIGHLIGHTS

LABOR MARKET ASSESSMENT AND TARGETED INDUSTRY STUDY

The EDC partnered with Workforce Plus to conduct a labor market assessment of the four-county area (Leon, Gadsden, Wilcox, Jefferson) surrounding Tallahassee from a corporate relocation perspective. The study, as conducted by international consulting firm The Wadley-Dunwoody Group, placed particular emphasis on documenting the area's underemployed, employed, and not-employed residents, and overall labor market conditions, including labor availability, quality, cost and demand.

STUDY INPUTS:

- Maps of 30-minute commute zones for four business centers in the region
- Web-based survey of 70 regional companies with a 40% response rate representing 7,700 private sector employees
- Face-to-face interviews of residents aged 18 to 74 at popular retail centers across the region to gather information on employment status, skills, training needs and income/education levels.
- Interviews of 45 representative employers, staffing services, educators and local government
- Benchmark data from nine southeastern U.S. metro areas.

RECOMMENDATIONS:

- Emphasize the area's availability of quality, underemployed, lower paid, well-educated labor force
- Focus corporate recruiting efforts on higher wage professional and technical operations
- Market available hidden labor force statistics on Web site and through sales missions and national industry association meetings
- Assist local employers with expanded on-campus recruiting at post-secondary institutions
- Recruit baby boomers FSU and FAMU alumni as mobile entrepreneurs or to open branch offices of large corporations
- Improve the image of vocational-technical education for students who are not college-bound

In addition to the Labor Market Assessment, the EDC further related The Wadley-Dunwoody Group to identify those industry sectors best suited for expansion and recruitment. Four growth industries showing continued

capital and human resource investment were identified based upon the following impact to the community:

- Good match for industry needs and industry location trends
- Most realistic start-up and recruiting opportunities
- No burden on infrastructure, real estate and resources
- Broad diversity of job opportunities

The four targets are:

1. Pharmaceutical Preparations Manufacturing
2. Aircraft Maintenance and Repair for General Aviation and Regional Jets
3. Financial and Insurance Administrative Service Centers
4. Emerging small opportunities for small facilities with modest initial employment and growth opportunities

- Biotechnology
- Pharmacogenomics
- Internet and IT Security
- Data Mining Software
- Online crime detection and prevention
- Mail Order Pharmaceuticals or Prescription Drug Centers

ACCELERATOR MODEL EMERGES

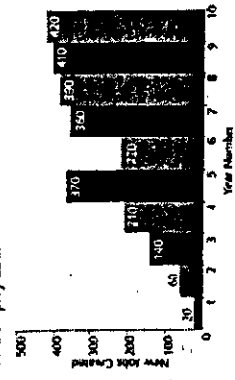
The EDC is partnering with the Jim Moran Institute for Global Entrepreneurship, the Tallahassee Technology Alliance and area post-secondary institutions to launch a Business Accelerator that will identify five area companies annually capable of becoming "gazelles." Qualified companies will have revenues of at least \$1 million, five to 15 employees, solid management and a business plan that, in the opinion of the Accelerator's selection committee, is capable of accelerating the company's growth rate up to 100% per year.

The Accelerator will be structured as a limited partnership, with partners optionally contributing cash or services. Participating companies will agree to return to the Accelerator an amount equal to 1% to 3% of the difference between their post-accelerator growth rates and their 3-year average growth rates.

Job growth at companies selected for the Accelerator is expected to mirror revenue growth. Assuming an average company size of 10 employees, a 40% success rate, and the job growth of successful companies dou-

2003-2004 HIGHLIGHTS

bling for three years and then tapering off to a growth rate of 5% in Year 10, the EDC Business Accelerator would create 40 new jobs in Year 1, 140 in Year 3, 270 in Year 5, and 420 in Year 10, for a total 2,600 new jobs. The successful company at the end of 10 years would employ 220.



COMMUNITY DEVELOPMENT TOUR - MADISON, WISCONSIN

In early June the EDC convened a 45-member delegation of area business, government and community leaders to tour Madison, WI on a fact-finding mission of the city. For the magazine ranked the top place to do business.

WHY MADISON?

Initiatives on the horizon in Tallahassee/Leon County were key to the choice of Madison for the 2004

Community Development Tour. Designation of Downtown Tallahassee as a Community Redevelopment Area (CRA); construction of a hotel/conference center and performing arts center; Gaines Street revitalization; disposition of state buildings; successful accelerator model; and, university research activity. Madison has experienced similar growth and mirrors Tallahassee as a state capital and university town.

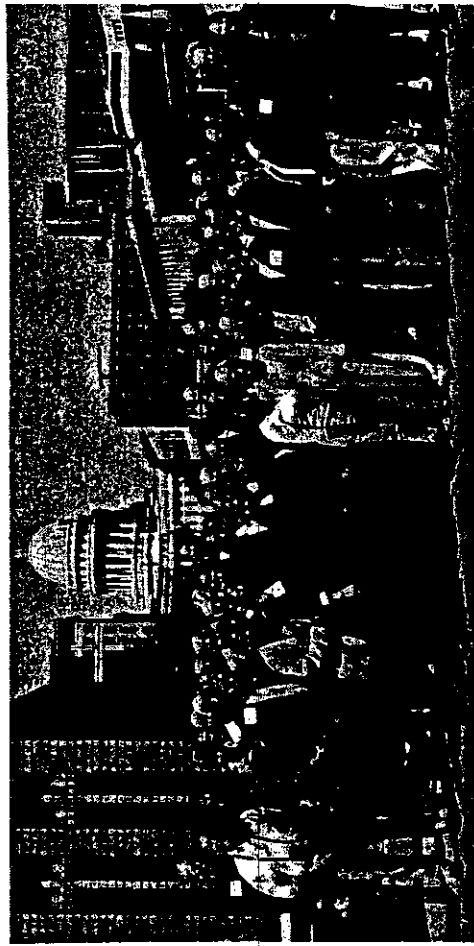
NATIONAL ADVERTISING CAMPAIGN AND WEB SITE REDESIGN

Multiple four-color full page advertisements were placed in publications, including:

- Site Selection Magazine
- Area Development Magazine
- Southern Business & Development
- Expansion Management

Accompanying articles include Florida spotlight, location directory, a workforce cover story and the effect of universities on economic development.

The EDC Web site has been redesigned to simplify navigation, enhance the home page and create a salute to private sector partners.



Tallahassee area business, government and community leaders in Madison, Wisconsin

INDUSTRY ROUNDTABLES

MISSION STATEMENT

To provide a forum for business leaders from both the public and private sectors to design and implement specific initiatives, which promote high-wage job retention and expansion in targeted industries for the Capital Region.

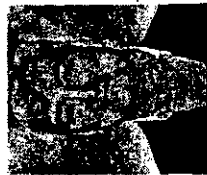
HEALTHCARE

Chairperson:
Martin Shipman,
Administrator
Tallahassee Orthopedic Clinic
Tallahassee Outpatient
and Surgery Center



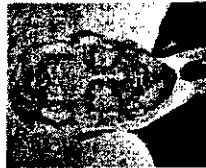
ASSOCIATION MANAGEMENT ROUNDTABLE

Chairperson:
Robert A. Wychuk,
President
Florida Association
of Health Plans



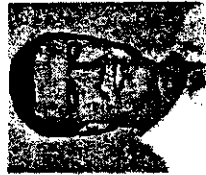
COMMERCIAL REAL ESTATE/ DEVELOPMENT ROUNDTABLE

Chairperson:
Russell Ooster
Southland Commercial



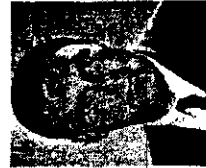
DISTRIBUTION ROUNDTABLE

Chairperson:
Tolpp Tranzou,
President/Owner
Tri-Eagle Sales



MANUFACTURING ROUNDTABLE

Chairperson:
Joe Kelley,
President/CEO
GTO, Inc.



TECHNOLOGY ROUNDTABLE

THE TALENTECH
ALLIANCE
Chairperson: Jim Hunt,
President/CEO
Electronel Intermedia
Consulting, Inc.



Roundtable meetings are held quarterly and are open for attendance. EDC partners and targeted industry representatives are encouraged to participate.



As a manufacturer of award-winning gate operators and accessories, GTO, Inc. is a model of the EDC's support of locally-based manufacturing.

MARKETING SALES MISSIONS, FAM TOURS AND CONFERENCES FY 2003-04

CoreNet Global Summit

October 12-15, 2003 - (Atlanta, GA) The EDC worked in conjunction with FGMV and Enterprise Florida to coordinate involvement and activities at CoreNet Global is the annual premier meeting of site selection consultants, corporate real estate executives, commercial real estate brokers, as well as leading construction firms and developers. More than 3,300 people were in attendance. Emphasis was placed on strengthening existing relationships with site selection consultants and developing new contacts.

FAMU & FSU College of Engineering Industry Days 2004

February 17-18, 2004 - (Tallahassee, FL) Staff attended events and hosted a reception during the FAMU & FSU College of Engineering Industry Days. The annual event during National Engineers Week represents companies and organizations supporting the furtherance of engineering education and research.

Florida Economic Development Council Legislative Conference

February 17-18, 2004 - (Tallahassee, FL) Staff attended FEDC's Legislative Conference in Tallahassee. Events included grassroots legislation education, presentations by Enterprise Florida, Inc. executive staff, award presentations and visits with key legislators regarding economic development related initiatives and incentives.

New York/New Jersey Sales Mission

April 22-23 2004 - (New York, NY) EDC partnered with Enterprise Florida to visit New York/New Jersey area site selection consultants. Hosted two networking events and met with twenty-one site selection consultants.

Conducted one-on-one meetings with fifteen site consultants the EDC has particularly strong relationships with.

Dallas Sales Mission

May 4-6, 2004 - (Dallas, TX) EDC partnered with Enterprise Florida to visit Dallas area site selection consultants. Hosted two networking events and met with twenty-two site selection consultants.

Conducted one-on-one meetings with fifteen site consultants and called on two area companies.

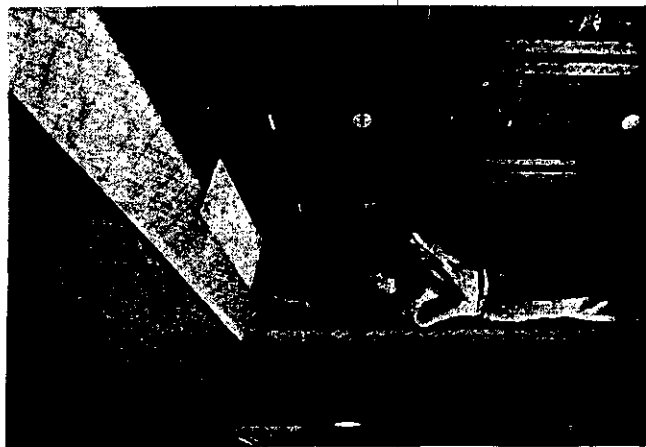
Community Development Tour

June 2-4, 2004 - (Madison, WI) The Madison visit was the third such trip organized by the Greater Tallahassee Chamber of Commerce to expose local leaders to ideas from other successful communities.

Florida Economic Development Council Workshop

June 27-June 30, 2004 - (Orlando, FL) Staff attended FEDC's Florida Economic Development Workshop. Events included discussions on current economic development trends, presentations by Enterprise Florida's executive staff on incentives and programs, FEDC Awards Luncheon and Legislative updates.

ADVERTANT, formerly known as Solution 6, is a leading provider of software solutions for professional services organizations.



PERFORMANCE

EDC SCORECARD

	FY 2001-02	FY 2002-03	FY 2003-04
BUSINESS RETENTION AND EXPANSION			
Business retained/renewed	150	65	98
New business acquired	382	190	165
Business expansion projects	165	160	401
Business expansion jobs from active projects	50	50	90
Business expansion jobs from completed projects	36	28	101
Business expansion jobs from completed projects	36%	46%	25
Business expansion jobs from completed projects	6	4	48%
Business expansion jobs from completed projects	4	3	4
Business expansion jobs from completed projects	21	62	10
Business expansion jobs from completed projects	21	62	5/1,130*
BUSINESS RECRUITMENT			
Business recruited/renewed	4	5	3
New business acquired	12	14	14
Business expansion projects	10	16	11
Business expansion jobs from active projects	1	5	10
Business expansion jobs from completed projects	21	62	47
MARKETING			
Marketing budget	2,700	7,025	7,126
Marketing budget	Sept. 5,160	May 8,343	Nov. 8,501
Marketing budget	Dec. 1,713	Oct. 4,907	Aug. 5,142
Marketing budget	198/5.9 mcf*	190/7.1 mcf*	215/7.4 mcf*
Marketing budget	8	5	4
Marketing budget	21,817	21,324	21,169
Marketing budget	4	493	195
Marketing budget	4	5	4
Marketing budget	1/6	1/7	0/7
Marketing budget	Rate/gh		Madison, WI
STATISTICAL DATA RESEARCH			
Statistical data research	2,700	7,025	7,126
Statistical data research	Sept. 5,160	May 8,343	Nov. 8,501
Statistical data research	Dec. 1,713	Oct. 4,907	Aug. 5,142
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Community development	Rate/gh		Madison, WI

*Based on current location; comparative state incentives. L.A.E. of budget.

HISTORICAL TRACK RECORD

JOBS CREATED — SUPPORT INDUSTRIES JOBS FOR JOBS CREATED

The EDC Record
1995 - 2004

Industry	Jobs	Average Salary*	Annual Payroll
Information	547	\$38,962.00	\$21,312,214
Support Industry Jobs	351	\$36,157.76	\$12,695,686
Computer Systems Design & Services	250	\$65,801.00	\$16,450,250
Support Industry Jobs	160	\$61,065.05	\$9,799,414
Telecommunications	193	\$29,503.76	\$5,694,226
Support Industry Jobs	211	\$29,503.76	\$6,234,038
Wholesale Trade	205	\$44,857.00	\$9,195,685
Support Industry Jobs	231	\$29,335.71	\$6,764,346
Engineering Services	27	\$52,071.00	\$1,405,917
Support Industry Jobs	17	\$48,323.25	\$837,505
Manufacturing	24	\$33,267.00	\$798,408
Support Industry Jobs	39	\$24,602.82	\$952,660
Healthcare	145	\$35,103.00	\$5,089,935
Support Industry Jobs	105	\$26,432.54	\$2,779,105
Miscellaneous	55	\$32,067.00	\$1,763,685
Support Industry Jobs	31	\$41,158.16	\$1,273,557
Media	21	\$36,522.00	\$766,962
Support Industry Jobs	12	\$29,217.60	\$349,233
Total Jobs/Payroll	1,467		\$62,477,282
Total Support Jobs/Payroll	1,157		\$41,828,624
Total Jobs	2,624		
Total Payroll			\$104,305,905
Amount spent locally	80%		\$83,444,724

* Average salary paid by industry in 2003 per the March Bureau of Labor Market Information

Infusion into Local Economy

In Selected Categories

Owner-occupied housing	10.7%
Groceries	9.0%
Recreation	8.4%
Hospital and nursing	7.4%
Clothing, accessories, jewelry	6.4%
Restaurant meals	5.0%
Physicians	3.7%
Tenant-occupied housing	3.7%
Auto repair and maintenance	2.8%
New and used autos	2.6%
Education and research	2.4%
Telephone	1.9%
Computers, electronics	1.8%
Electricity	1.6%
Furniture and furnishings	1.6%
Higher education	1.3%
Health insurance	1.1%
Legal Services	1.0%
Dentists	1.0%
Air service	0.6%
Magazines, newspapers	0.5%

Impact on Tax Base

Final Impact on local economy	2.0	\$124,954,563
Portion involved in local retail activity	67%	\$83,719,557
Portion retail activity subject to sales tax	42%	\$35,162,214
State sales tax revenue	6%	\$2,109,733
Total Annual Local Option Sales Tax Revenues	1.5%	\$27,433

Ad valorem taxes and city utility revenues*

Employees	1,467
Commercial \$/sq ft/Employee	234,720
Appraised value \$/sq ft/Employee	\$23,472,000
Equipment value @ 20% of bldg costs	\$4,694,400
City Tax Revenue @ 3.7 mills	\$28,166,400
County Tax Revenue @ 8.6 mills	\$104,216
School System Revenue @ 10 mills	\$242,231
Utilities Revenue @ \$0.75/SF	\$281,664
Total Annual Ad Valorem Tax, Utility Revenues	\$0.75
* Figures do not include residential ad valorem taxes and city utilities fees paid by visitors and first families	\$804,451

Online Information Systems is representative of the heavy concentration of technology-based companies in Tallapoosa/Leon County. The technology sector continues to flourish in the support of multiple higher education institutions in the Capital area.

33
33
2

May 26, 2005

Mr. Parwez Alam
County Administrator
C/o Ben Pingree
Office of the Leon County Board of Commissioners
Leon County Courthouse
Tallahassee, Florida 32301

Subject: EDC Accountability

Dear Mr. Alam:

Thank you for your letter regarding EDC funding. Hopefully many of your questions were addressed in the mid-year report. Please allow me to make some further comments about the efforts of the EDC.

During the past three and three-quarter years, the EDC efforts have resulted in 499 jobs. Since its inception the EDC efforts can claim over 1400 jobs created (independently audited). During the third quarter of this year, the EDC can claim 15 jobs having aided Aerotek, Inc. landing in Leon County. During the balance of this quarter or during the fourth quarter we project a creation of 33 more jobs. Companies currently investigating Leon County as a possible business location account for over 1500 potential jobs.

Many factors determine the location of a business to a community. Leon County possesses many of the quality-of-life aspects that businesses look for in a location. Obstacles that remain in the way of locating some companies include: a poor reputation at the regional and state level among economic development partners, no large tracts of land prepared for many types of companies, no large buildings to market, no public funding of local loan funds or equity funds, high utility rates, permitting times, transportation issues, lack of unity among local entities, and obscurity among the national economic development community.

From private sector, 100 firms fund the EDC at about \$450,000 annually. Leon County currently funds the EDC at \$150,000, plus \$35,000 recommended by Commissioner Grippa for the support of existing industry. Leon County chooses to provide \$25,000 annually toward local incentive programs which is kept separate from EDC programmatic funds. The County's involvement allows EDC funds from the public and private sector to work together for a unified effort. The City of Tallahassee funds the EDC at \$150,000, with the promise of funding local incentive programs with additional funds. No additional funds were added to the EDC when the Enterprise Zone responsibilities were assumed. In the future, additional funds will most likely be needed for existing industry and Enterprise Zone administration.

13

The EDC continues to evolve in its staff structure. Moving from a research base to a sales-marketing base could characterize some of the restructuring at the EDC. Currently, the EDC employs a part-time communications staff member, a part-time executive secretary, a full time program coordinator, a full-time executive director, and three part-time administrative/financial help staff members. The staff is highly experienced and highly qualified in economic development and the industry mix in Leon County. Contracted services are utilized for fund raising, existing industry, web site maintenance, economic research and collateral marketing materials. Since my arrival, we have cut the personal services budget by forty thousand dollars. Those savings have been redirected toward more productive activities such as enhanced partner cooperation with Enterprise Florida, Florida Economic Development Association, and Florida's Great Northwest.

The EDC provides a good value to partners. In 2003, the EDC produced over 12% of the number of jobs created by Enterprise Florida. In the nearly the past four years, the EDC created 8% of Florida's total new jobs created through recruitment. It is important to note that 2004 saw the State's number recruited companies dropped 80%. About 100 companies pay a total of \$415,000 to \$450,000 a year to support the EDC (these funds are not tied to the chamber of commerce in any way.) The public/private structure of the EDC is quite common. This structure is looked to frequently as the preferred model for such efforts. Funding usually include heavy participation by local utility companies, although utility funding is not used currently in our partnership.

The EDC provides a number of small business services. Business Accelerator (incubators as such cost in the millions with mixed results to date, the Accelerator is a newer concept that address more than bricks and mortar) projects find high potential companies and match them with tools that will move that company along at a faster rate than normal. Aegis Computer was selected by competitive application. The company was mentored by Steve Evans. The company discovered ways to expand its market outside the region and broaden its product base. Because of his work in the Business Accelerator, Steve Evans received the Small Business Advocate of the Year Award from the Jim Moran Institute at Florida State University. The EDC regularly collaborates with the Jim Moran Institute on entrepreneur development. The EDC sponsors the JMI Awards. The Business Accelerator is delving into a **Small Business Incubation Fund** to address the lack of capital available in the region.

The EDC provides Enterprise Zone Assistance. As the administrative agency, the EDC will lead the reapplication process come this fall with renewed state EZ regulations. Once in June and once in the Autumn, two Enterprise Zone events will seek to reach out to area businesses. The EDC website helps people online determine their eligibility. EDC staff also helps local business people with technical questions about the Enterprise Zone. The EDC help inform state legislators about the positive aspects of the State Enterprise Zone Program.

The EDC sponsors the prestigious Small Business Awards. Personals visits, telephone calls, and email inquiries come in large number each day to learn more about how to get

into business. EDC staff takes time to treat every person with respect as they pursue business development. Sometimes the EDC connects venture hungry companies with Florida's venture capital community. Often the EDC provides evaluation of small business plans for financial feasibility.

For example, recently a woman visited with the me. She wanted to open a theme park. The idea is a good one because our community loses millions of dollars to outside theme parks. We went over her business plan. Together we were able to discover missing elements of her plan that would be essential for a financing partner. We talked about who she might recruit to balance the business skill needs of her idea. She was able to expand her vision to get to her goal by accessing the help of the EDC.

This EDC assistance goes to 90% percent women owned or minority owned businesses. The EDC provides expanding companies information and incentives to stay in Leon County. The EDC helps small and large retail businesses find locations.

Recruiting new companies to Leon County is of course a major focus of the EDC. Recruiting is done by finding leads from local business people, supply chains of local companies, regional marketing partners of Florida's Great Northwest, Enterprise Florida as state partners, trade shows, site selector events, industry segmentation, and location quotient analysis. Recruiting is performed in accordance with professional standards. Recruiting is performed by trained professionals to trained professionals.

The EDC has created 499 jobs in the last almost four years. This is well beyond many of the equivalent communities in Florida. These jobs account for over \$33 million in new direct and indirect payroll annually. Over \$680,000 in local option sales tax can be attributed to these new jobs. Over \$800,000 of new property tax is due to this job creation of and investment landed by the EDC (excludes residential ad valorem and utilities).

Bold new initiatives are coming in the few years. These measures will create new jobs and investment from within and outside Leon County.

Encouraging use of the Small Business Accelerator and Enterprise Zone programs

Develop a \$ 2 million Small Business Accelerator Incubation Fund

250,000-500,000 equity shares conjoined with other funds for springing small business to the next level.

Enhance local business parks with two small "entrepreneur" buildings

A place to expand "garage start-ups" to their next level of business.

Expand the number of businesses involved in the Small Business Accelerator

Promote the awareness of the Enterprise Zone (EZ)

Through Outreach Events

Through marketing plan

Measure the number of businesses taking advantage of the EZ

Attracting new business to our region through:

Hosting projects with the local government help
Recommending incentives for specific projects to local government
Develop public/private assembly/light industrial park and speculative building – our community needs more product for attraction

Generating leads derived from existing company visits
Generating leads during site selector visits and follow-ups
Generate leads by working with corporate real estate executives

Improve our reputation with our marketing partnerships
Responding to proposals from Enterprise Florida marketing efforts
Responding to proposals from Florida Great Northwest regional marketing efforts
Responding to proposals from our own marketing efforts
Market higher education and other competitive advantages of our region

Retain and Expand Local Companies:

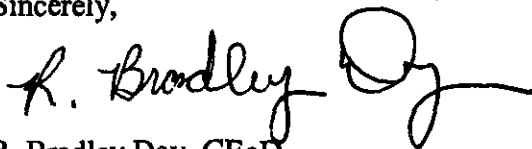
Continue creating jobs through working with local companies expand
Many company's compete with other business units for new business, our community helps by assisting them and show local incentives and support
Visit & survey businesses based upon real and potential return on investment
Healthcare cluster being the number one private and education being the top public employer
Assist in exporting, government contracting, and business to business contacting
The is especially related to the department of defense
Support workforce initiatives that make our region more attractive to investment

Information Source

Be the authoritative source for economic development data and analysis

Thank you for the chance to share more about the EDC. We have a foundation for a wonderful public/partnership here. Maintaining unity and accountability will serve the citizenry well. Any questions regarding your Economic Development Council is welcomed. Thank you for your partnership..

Sincerely,



R. Bradley Day, CECD
Executive Director

**Florida A&M University Institute on Urban Policy and Commerce (IUPC)
and
Small Business Development Center at Florida A&M University (SBDC)**

Objectives:

- *To promote the establishment of viable small businesses within the eight-county region (Gadsden, Jefferson, Franklin, Wakulla, Leon, Madison, Taylor and Liberty counties) by providing educational, technical assistance and financial resources.*
- *To support the growth and expansion of existing businesses located in the eight-county region by ensuring access to training and economic development programs designed to facilitate job creation and increased capital investment.*
- *To assist small businesses to effectively compete in local and global markets by providing access to training, mentorship and business infrastructure offered via collaboration between SBDC and other area educational institutions, public organizations and private sector partners.*
- *To promote community revitalization, as evidenced by increased business starts, business expansions, job creation and homeownership, by applying traditional economic development principles and practices in cooperation with area economic development organizations and stakeholders.*
- *To develop economic development strategies and compile a list of "Best Practices" for rebuilding communities by revitalizing economies.*
- *To make recommendations to legislative policies regarding community redevelopment for consideration by the Governor and state Legislature.*

Programs:

- **Small Business Advocacy and Assistance-** The SBDC collaborates with a number of partners to provide fundamental training and information to start-ups and fledgling businesses. The SBDC coordinates training, technical assistance workshops and one-on-one counseling to ensure that all new businesses receive the information needed to organize properly and operate efficiently. Private sector experts are brought in to provide industry specific insights to program participants. The SBDC team includes several certified business analysts. The SBDC is one of ten in the state, receiving grant funding from the U.S. Small Business Administration via the University of West Florida.
- **Business Retention and Expansion-** The SBDC coordinates a regional business retention and expansion program to support existing businesses in the eight-county area. The program consist of business development training and workshops, site visits and an economic development program review to ensure that companies have access to all resources necessary for growth and expansion. Staff is trained to provide information on available incentive programs and assistance with completing program applications. Reports highlighting program results are transmitted to partners.

- Community Education and Development- The SBDC and IUPC routinely offer workshops and forums in order to provide partners, businesses and citizens current and relevant information for community building and improving the overall quality of life of residents. The IUPC offers training and technical assistance in the areas of workforce development, small business development, affordable housing programs and policy formation. Best practices in economic development are shared with communities around the state in order to promote widespread community growth.
- Construction Management Development and Bond Guarantee Programs (CMDP-BGP)- The purpose of the CMDP-BGP is to ensure that qualified applicants have the opportunity to bid, win and perform successfully on FDOT contracts. The programs assist participants to develop business and construction management skills, and increase their respective ability to be bonded.

Program Services: (See Partner Services Matrix)

Process:

For Clients:

1. Walk-ins or referrals must first complete a Business Needs Assessment. The purpose is to get a sense of the prospect's knowledge areas, strengths, weaknesses, feasibility of their business idea, opportunities, threats, etc. Additionally, staff should consider other partners or programs that may be relevant to the project.
2. Staff inputs client information into Center IC
3. Staff generates a Memo of Recommended Action for the client to the SBDC Director. Memo will describe client's status; outline strengths or areas of need, recommend training or technical assistance required (and schedule for attendance/participation), partner referrals, etc.
4. CBA will set up appointment to conduct and complete the business plan.
5. CBA will finalize training calendar with client.
6. CBA will contacts partners to support business development.
7. For BRE, CBA will conduct site visit and economic development analysis
8. Follow-up correspondence and telephone calls.

Partner Referral:

1. Once client has complete required training and counseling per SBDC programming, CBA will review services matrix with the client to determine which partner(s) provide the next level of support.
2. CBA will provide client with referral information and transmit client progress report to partner for assessing.
3. Client is responsible for meeting with service provider(s).
4. CBA will follow up with partner to determine clients' progress.
5. Partners will meet quarterly to discuss referral program.

Partnerships:

The Small Business Development Center has established formal working relationships with many of the major business/economic development service providers in the region. The SBDC

- Capital City Chamber of Commerce- Cheryl Gonzalez, President

- City of Tallahassee-Economic Development Department, MBE Office-Michael Parker, Director
- Department of Management Services-Office of Supplier Diversity-Windell Paige
- Florida A&M University-School of Business and Industry- Dr. Amos Bradford, Interim Dean
- Florida Black Business Investment Board- Mr. Hilmon Sorrey, Executive Director
- Gadsden County Chamber of College- Mr. David Gardner, Executive Director
- Institute on Urban Policy and Commerce (IUPC)- Robert Nixon, Executive Director
- Leon County- MBE Office- Ms. Agatha Muse-Salter
- North Florida Community College- Ms. Enid Mazzone
- Small Business Development Center (SBDC)- Robert Nixon, Director
- Tallahassee Community College and Corporate Solutions- Mr. Kirk Salzburg

Small and Existing Business Network

Services	Capital City Chamber	City of Tallahassee	DMS Office of Supplier Diversity	FAMU SBI	FBIB	Gadsden County Chamber	MPC	Leon County	NFCC	Perry-Taylor Chamber	SBOC at FAMU	TCC Corporate Solutions
Business Start-Up/Advice/Consultation												
Business Advocacy	X	X	X									
Business Incubation												
Business Licensing, Permitting and Tax Assistance												
Business Planning												
Business Training Modules												
Feasibility Assessments												
Individualized Counseling												
Marketing Assistance												
Membership Based												
Micro-lending Program												
Needs Assessments												
Networking Activities												
Procurement Assistance												
Site Visits/Follow-up												
Small Business Certification Programs												
Small Business Financing Options												
Technical Assistance												
Workforce Development Programs												
Business Revitalization/Rebranding												
Business Advocacy												
Business Licensing, Permitting and Tax Assistance												
Business Planning												
Business Training Modules												
Economic Development Initiatives												
Economic Development Program Referral/Review												
Individualized Counseling												
Marketing Assistance												
Membership Based												
Micro-lending Program												
Needs Assessments												
Networking Activities												
Site Visits/Follow-up												
Small Business Certification Programs												
Small Business Financing Options												
Technical Assistance												
Workforce Development Programs												
Construction Management Development												
Bond Guarantees												
Classroom Instruction-Business and Project Management												
Overhead Appts by CPA												
Statewide Scope												
Technical Assistance												
Advanced Technology, Research and Development												
Business Start-Up Assistance												
Business Registration and Expansion												
Economic Development Programs												
Technology Transfer Programs												
International Trade/Export Assistance												
Grants												
International Trade Alliances												
Sister Cities Programs												
Virtual Incubation Program Partners												
Business Mentoring												
LEADS Groups												
University Professors and MBA Students Resources												

Survey of Comparable Counties					
County	Has a Small Business Enterprise Office?	Has a Minority/Women Business Office?	Has an Economic Development Office?	Relationship with the Local EDC	Relationship with the Local SBDC
Alachua	No, but has a Equal Opportunity Division small business certification process; requires 15% participation on all bids and RFPs	No, accepts the state's M/WBE certifications; requires 15% participation on all bids and RFPs	Have a position that performs such services in-house	No, but has funded the EDC previously	None
Bay	No	No	No	Funded (current annual budget is \$91,887)	None
Collier	No	No	No	Funded, (current budget is \$400,000)	None
Escambia	No	No	No	Funded (current annual budget is \$600,000 which includes funding for the military)	No formal partnership, but SBDC presents workshops for businesses referred
Lake	No	No	Yes, but does not target small businesses	Does not have a local EDC	No, does make business referrals
Manatee	No	No program, but the County has M/WBE goals for state transportation projects	No	Funded, \$157,000 for attraction/retention, workforce development and technology development; \$15,000 port authority	None
Marion	No	No	No	Funded, \$145,000	None
Okaloosa	No	No	No	Funded, \$144,000	Not a formal partnership, but refers businesses to SBDC
Osceola	No	No	Yes, but does not target small businesses	Funded, (current annual funding \$150,000 for marketing)	Yes
St. Lucie	No	No	Yes, but does not target small businesses	Funded (current annual funding level is \$100,000)	Not a formal partnership but does refer businesses



Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32301

TELEPHONE: (850) 599-3407
FAX: (850) 561-2000

SMALL BUSINESS DEVELOPMENT CENTER
MEMORANDUM

TO: Mrs. Kim Dressel
FROM: Rob Nixon, Executive Director 
DATE: May 31, 2005
RE: Small Business Enterprise program support

Please accept this correspondence as confirmation of support for the development of a Small Business Enterprise Program by Leon County. As partners in this effort to assist local companies to access contracting opportunities with Leon County, the Small Business Development Center of Florida A&M University (SBDC) will:



- Provide free business counseling training to Leon County's MBE staff and two other select employees. The training will be the same training that SBDC certified business analysts are required to complete prior to counseling businesses;
- The SBDC will provide business development training, workshops and one-on-one counseling to small business enterprises (SBEs) referred by Leon County. This training and one-on-one counseling will be offered free of charge to all SBEs referred to the SBDC by Leon County for a twelve-month period as part of a pilot program, after which time, the SBDC will determine whether to seek reasonable, mutually acceptable funding support for the continuation of the program; and,
- The SBDC will conduct needs assessments, track the companies through the training and certification process, and provide quarterly progress reports to Leon County.

I am excited by the opportunity to promote economic growth in Leon County by supporting small business development. I believe that this proposed effort will lead to increased job creation, capital investment and quality of life improvements in our community. Should you have any questions, please contact me at 850.561.2393 or Robert.nixon@famu.edu.

CC: Felisa Barnes

Board of County Commissioners

Budget Discussion Item

Date of Meeting: June 14, 2005
Date Submitted: June 8, 2005
To: Honorable Chairman and Members of the Board
From: Parwez Alam, County Administrator 
Alan Rosenzweig, Director, Office of Management and Budget 
Subject: Establishing Maximum FY05/06 Millage Rates

Statement of Issue:

This item seeks Board consideration in establishing the maximum FY05/06 Millage Rates.

Background:

The Board currently levies three countywide millage rates: General Countywide, Emergency Medical Services (EMS) MSTU and the Primary Healthcare Program MSTU. As part of the budget process the Board must establish the maximum millage rates to be levied.

Analysis:

Primary Healthcare MSTU

The Primary Healthcare Program is currently supported by a Countywide MSTU of 0.22 mills. The 0.22 mill tax rate is estimated to generate approximately \$2.275 million during the current fiscal year. At the April 12th Board meeting, the Board voted to set the tax rate at 0.12 mills for the next fiscal year (FY05/06). At the April 26, 2005 workshop on the Consideration of Sales Tax Funding for the Primary Healthcare Program, the Board directed staff to provide funding alternatives to support this program.

Consistent with prior Board direction, the FY05/06 Budget contemplates a reduction in the Primary Healthcare MSTU from 0.22 mills to 0.12 mills. For Board consideration, Attachment 1 contains a list of expenditure reductions that could be utilized to provide funding to replace the MSTU.

Countywide Millage Rate

The tentative budget includes a constant millage rate of 8.54 mills.

Emergency Medical Services MSTU

The tentative budget includes a constant millage rate of 0.5 mills. The increased funding generated from the growth in property values will be used to support a new ambulance and crew.

Discussion Item: Establishing Maximum FY05/06 Millage Rates

June 14, 2005

Page 2

Options:

1. Establish the maximum FY05/06 millage rates as follows:
 - a. Countywide 8.54 mills
 - b. Primary Healthcare MSTU 0.12 mills
 - c. Emergency Management Services MSTU 0.5 mills
2. Establish the maximum FY05/06 millage rates at a level determined by the Board.
3. Board direction.

Recommendation:

Option 1 is included in the tentative budget

Attachments:

Attachment #1 Potential Expenditure Reductions Impact General Revenue

Expenditure Reductions Impacting General Revenues

		<u>FTEs</u>	<u>Millage Reduction</u>
1 <u>New Initiatives</u>			
2 Woodville Library	\$ 850,000		0.0736
3 Sheriff Work Camp	\$ 600,000		0.0520
4 Community Center Support	\$ 218,468	2.0	0.0189
5 Woodville Sewer Study	\$ 100,000		0.0087
6 Harbinwood Sewer Study	\$ 100,000		0.0087
7 Centerville Trace Sewer Study	\$ 50,000		0.0043
8 <u>Subtotal New Initiatives</u>	\$ 1,918,468	2.00	0.1662
9			
10 <u>New Funding Requests</u>	<u>Funding</u>		
11 Health Insurance Program Enhancement Study	\$ 30,000		0.0026
12 Development of MWBE Vendor Database & Registry System	\$ 25,000		0.0022
13 GIS New Database Administrator Position	\$ 76,276	1.0	0.0066
14 Consultant to Review/Revise County Land Development Regulations	\$ 50,000		0.0043
15 Operating Costs of Menzi Muck Purchase	\$ 15,425		0.0013
16 Parks & Rec New Greenway Park Attendant Position	\$ 32,015	1.0	0.0028
17 Reclass Parks & Rec Administrative Associate IV from PT to FT	\$ 27,686	0.5	0.0024
18 Utilities for Additional Sports Lighting	\$ 15,000		0.0013
19 Additional Maintenance of Greenways & Open Space	\$ 15,000		0.0013
20 County Attorney New Receptionist Position	\$ 37,678	1.0	0.0033
21 Sheriff Repair & Maintenance	\$ 53,000		0.0046
22 Sheriff Patrol Vehicle Replacement (2 out of 25)	\$ 41,000		0.0036
23 Property Appraiser New Tax Roll Technician Position (estimated cost)	\$ 40,000	1.0	0.0035
24 Expansion of Early Voting Sites	\$ 27,500		0.0024
25 HR Audit & Market Review	\$ 211,778		0.0183
26 Department Requested Reclasses	\$ 81,375		0.0071
27 <u>Subtotal New Funding Requests</u>	\$ 778,733	4.5	0.0675
28			
29 <u>Line Item Funded Agencies (list currently included for funding)</u>			
30 Celtic Festival	\$ 5,000		0.0004
31 Celebrate America	\$ 2,500		0.0002
32 Dr. Martin Luther King Celebration	\$ 2,000		0.0002
33 Apalachee Regional Planning Council Membership Dues	\$ 5,000		0.0004
34 Big Brothers/Big Sisters	\$ 25,000		0.0022
35 Keep Tallahassee Leon County Beautiful	\$ 15,000		0.0013
36 Economic Development Council	\$ 210,000		0.0182
37 St. Francis Wildfile	\$ 45,000		0.0039
38 North Florida Legal Services	\$ 40,000		0.0035
39 Senior Citizens Foundation	\$ 141,351		0.0122
40 Mission San Luis	\$ 50,000		0.0043
41 Tallahassee Trust for Historic Preservation	\$ 62,500		0.0054
42 DISC Village - Juvenile Assessment Center	\$ 107,000		0.0093
43 Cultural Resources Grant Program	\$ 407,000		0.0353
44 Cultural Resources Commission	\$ 165,000		0.0143
45 <u>Subtotal Line Item Funding</u>	\$ 1,282,351		0.1111

Expenditure Reductions Impacting General Revenues

			Millage Reduction
46			
47	<u>Grant Funding</u>		
48	Community Health Services Partnership (CHSP)	\$ 671,000	0.0581
49	Community Health Services Partnership - Emergency Fund	\$ 61,000	0.0053
50	Summer Youth Employment Program	\$ 75,000	0.0065
51	Youth Sports Team Funding	\$ 5,000	0.0004
52	Mid-Year Funding Request Contingency	\$ 15,000	0.0013
53	Military Property Tax Grant Program	\$ 135,000	0.0117
54	Subtotal Grant Funding	\$ 962,000	0.0833
55			
56	<u>Employee Benefits</u>		
57	Reduce maximum career service raises from 5% to 4%	\$ 361,491	0.0313
58	Increase Employee Share of Healthcare Premiums; current split is 92.5% employer/7.5% employee; amount reflects the value of a 2.5% shift.	\$ 351,340	0.0304
59			
60			
61	Eliminate tuition reimbursement program	\$ 42,864	0.0037
62	Eliminate employee computer training program	\$ 40,000	0.0035
63	Eliminate Car Allowance for Commissioners	\$ 28,175	0.0024
64	Eliminate Car Allowance for County Staff	\$ 71,866	0.0062
65	Increase Employee Cost to Park at Courthouse from \$30 to \$50	\$ 100,320	0.0087
66	Subtotal Employee Benefits	\$ 996,056	0.0863
67			
68	<u>Targeted Reductions</u>		
69	Reduce custodial at County facilities from daily to Mon., Wed., Fri.	\$ 136,867	0.0119
70	Reduce grounds maintenance at County Facilities from 3 times a month to 2	\$ 20,667	0.0018
71	Increase MIS Help Desk Avg. response time from 3 to 5 days	\$ 50,437 1.0	0.0044
72	Reduce Travel & Training by 10%	\$ 57,000	0.0049
73	Reduce # of OMB Departmental Management Reviews & Studies	\$ 47,211 1.0	0.0041
74	Funding for Contract Lobbyists	\$ 130,000	0.0113
75	Graduate Management Internship Program	\$ 39,544 1.0	0.0034
76	County Link (Bi-Monthly Newspaper)	\$ 30,600	0.0027
77	Reduced Hours of Operation at Branch Libraries (close Mon. and one night)	\$ 208,654 10.0	0.0181
78	Eliminate Bookmobile	\$ 68,694 2.0	0.0060
79	Late Night Media	\$ 50,000	0.0043
80	Families Connect @ The Library at all Branches	\$ 40,000 1.5	0.0035
81	Subtotal Targeted Reductions	\$ 879,674 16.5	0.0762
82			
83	<u>Eliminate Elective Programs</u>		
84	Volunteer Services	\$ 174,477 3.0	0.0151
85	Veteran Services	\$ 198,871 4.0	0.0172
86	Cooperative Extension	\$ 511,258 14.2	0.0443
87	Subtotal Elective Programs	\$ 884,606 21.2	0.0766
88			
89	TOTAL	\$ 7,701,888 44.2	0.6673

Note: A millage reduction of 0.01 equals \$115,400.